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Kern Center Staff

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EARLY REGISTRATION DISCOUNT

Register for eligible non-credit courses by January 16th and receive 10% off.
Fees can be paid by cash, check or credit card.

Call 419-559-2464 to register or email kern@terra.edu
REGISTRATION AND 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

CANCELLATIONS AND 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
The Kern Center
2830 Napoleon Road
Fremont, OH 43420

EMAIL REGISTRATION TO:
kern@terra.edu
Healthcare Courses

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
4 sessions
Jan. 25 through Mar. 3
15SHCT10
Sundays
$999*

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. *CEUs are available for this course. Books and preparation materials are included in the cost.

Instructor: Amy Anway & Jill Caton
14 sessions
Jan. 25 through May 3
15SHCT01
Sundays
$999*

19 sessions
Jun. 1 through Aug. 3
15SHCT02
Mondays & Wednesdays
$999*

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. 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
4 sessions
Apr. 13 through 22
15SHCT03
Mondays & Wednesdays
$329*

4 sessions
May 11 through 20
15SHCT04
Mondays & Wednesdays
$329*

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: Nicholas Kerlin, NREMT, FF1

Renewal
Jan. 23
10:00am-12:00pm
15SHCT07
Friday
$35*

New Certification
Feb. 27
8:30am-12:30pm
15SHCT08
Friday
$50*

Renewal
Mar. 25
5:30pm-7:30pm
15SHCT09
Wednesday
$35*

New Certification
May 6
5:30pm-9:30pm
15SHCT10
Wednesday
$50*

NEW! Certified Professional Medical Auditor Training—Online
Medical auditing is a critical element to ensure physicians’ practices are not only in compliance with applicable regulatory standards, but also ensures these practices are profitable in the short and long term. Federal Medicare and Medicaid regulations will begin to tighten after the passage and implementation of provisions from the Patient Protection and Affordable Care Act of 2010. To ensure compliance with these new regulations and also maintain revenue levels and overall profitability, many healthcare practices will require Certified Professional Medical Auditors to apply their skills in coding, documentation and compliance in providing audit services. This certification from the American Academy of Professional Coders (AAPC) ensures practitioners can provide various services from recovery audits to private payer denials—all services that help ensure accurate reporting and accounting for medical practices across the country. This course is designed to prepare an individual to become an AAPC Certified Professional Medical Auditor (CPMA). *Online classes are not eligible for discounts.

Flexible start dates
54 hrs. Online
$549*

Call for details.

NEW! Professionalism in Healthcare—Online
The Professionalism in Healthcare course provides students with a primer on professionalism in this unique industry. In most industries, an individual’s professionalism is measured by the extent to which they are trustworthy, reliable and can be counted on to follow through on their commitments. More than that however, professionalism in today’s workplace requires an element of self-confidence, self-motivation and the overall understanding and adherence to the norms and expectations of professional environments on the whole. In the healthcare setting, however, the qualities that constitute professionalism are even more important and require additional considerations over and above typical work environments. Healthcare providers require emotionally mature people to manage and operate their practice and demand that their staff behave professionally at all times. Moreover, an individual’s commitment to professionalism will command the respect and credibility required for success in a healthcare career. *Online classes are not eligible for discounts.

Flexible start dates
8 hrs. Online
$229*

Call for details.
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 STNA’s 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**

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<th>Session</th>
<th>Dates</th>
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15SHCT11

**Instructor: Denice Fleure, BSN, RN**

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15SHCT12

**Instructor: Peggy Wammes, RN**

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15SHCT13

**Instructor: TBA**

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15SHCT14

More dates will be posted on our website for summer/fall once they are available. For more information visit [www.terra.edu/learning](http://www.terra.edu/learning)

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**NEW! Paper Overload — Get Rid of the Paper Clutter without Losing the Data**

Are you drowning in paper? Tired of looking through stacks or files for information you know could be turned into digital data? This seminar will give you some great ideas and hints on how to get organized in the digital world. Basic computer skills are needed in this class because there will be discussion about digital file management and programs that can help you get a handle on your paper clutter. We will discuss what to keep a hardcopy of and what you can digitize for easier access. Perfect for those that want to reduce without losing!

**Instructor: Amanda Pochatko**

1 session Jan. 13 9:00am-12:00pm 15SPDV01 Tuesday $59*

**NEW! Employee Evaluations that Guarantee Results**

What good employees need and want to hear AND what some employees don’t want to hear

Why do we even bother with these appraisal interviews? Employees don’t seem to change after we have them anyway. In this valuable seminar, we will:

- Identify the benefits of a good performance appraisal
- Learn specific checklists to:
  - 1) PREPARE for the evaluation.
  - 2) Decide what to do DURING the interview to make it the most productive
  - 3) How to keep the improvements progressing AFTER the conference, with praise, reprimand, and/or redirection
- Discover specific problem solving for weakness techniques and solution steps to increase employee skill level(s)

Using job specific applications throughout the session to ensure practical applications back on the job, you will be more than ready to tackle those upcoming evaluations!

**Instructor: Christine Schneider-Smith, CASS Enterprises**

1 session Jan. 23 1:00pm-4:00pm 15SPDV02 Friday $99

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**NEW! Meetings that Get Things DONE!**

Are you tired of going to ineffective meetings that are plagued with small talk, combative attendees, and vague expectations? Whether you are running the meeting or you are a participant, this seminar will show you how to be effective and get things done. The following topics will be explored:

- Know when to have a meeting
- Understand different types of meetings
- Know the ramifications of leading poorly planned meetings
- Understand how the electronic world has changed meeting management
- Know what needs to be done prior to the meeting (planning, agenda, announcement, etc.)
- Know how to lead the meeting and how to keep control during the meeting
- Handle conflict in a meeting
- End the meeting like a professional — what to do with unfinished business
- Follow up after a meeting (sending meeting notes, review delegated task, unfinished business, etc.)
- Use the involvement tree to know who should be included in the meeting and what role they will take in the outcome

*Materials included in the cost of the class.

**Instructor: Steven Reissig, CEO, Leadership Initiatives**

1 session Feb. 13 8:00am-12:00pm 15SPDV03 Friday $129*

1 session Apr. 21 5:00pm-9:00pm 15SPDV04 Tuesday $129*

**NEW! The Gameplan for Building and Sustaining Business Success**

How to maximize your success!

Are you a small or medium business owner or president that is willing to take 2 hours to learn how to maximize your companies’ success? Join us for this [free](http://www.terra.edu/learning) seminar led by Roger Bostorf President of B2B Sales Boost. Roger has over 30 years of experience as an executive with IBM with responsibilities in Sales, Sales Management and General Management, and held positions that covered both Domestic as well as International territories.

This interactive Executive Briefing focuses on the 5 step Closed Loop Process approach to business that will produce positive results in top line revenues and bottom line profits. While many companies are actually doing some of the 5 steps, unless you are successfully fulfilling each step your success diminishes. In this seminar, practical tips and examples of how this approach can be utilized in daily operations will be given while covering the following topics:

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NEW! Selling is NOT an Art But a Process

We have all met individuals that we or others have labeled “natural born salesman.” Although some personalities have characteristics that may help a person more easily adopt practices of a good salesman, in reality there are no natural born salesmen because sales is not an art, but a process. The definition of a process is that it is definable, repeatable, and measurable; can be taught and therefore, can be learned. Many of the so called natural born salesmen are utilizing parts of this process without knowing it. The point is that you don’t have to be born with this gift, but rather can be taught how to be a good salesman. To be a successful salesman you need to understand the six parts of a successful sales cycle and then be able to execute each of these parts successfully. In this seminar, you will learn to utilize the six parts to increase your selling and maximize your results.

Instructor: Roger Bostdorff, B2B Sales Boost
1 session Apr. 17 8:30am-12:00pm
15SPDV07 Friday $129

NEW! New Account Selling—Hunters vs. Farmers

In sales you have two different types of responsibilities; Hunting and Farming. Hunting is the act of finding and selling new accounts and creating a financial relationship with a company with whom we previously had not done business. While Farming is taking established accounts where the company already has a relationship and building on that relationship to harvest additional opportunities. In this session, you will learn how to be a successful Hunter (new account marketer) in a sales territory. If you are responsible for finding new accounts, this seminar is a must!

Instructor: Roger Bostdorff, B2B Sales Boost
1 session May 15 8:30am-12:00pm
15SPDV08 Friday $129

NEW! Closing your Top 5 Opportunities—Sales Clinic

Are you looking for a hands-on workshop that will help you and your sales team determine the worth of their top sales opportunities? This small, personalized session is the answer! Participants bring the data relative to their current top 5 sales opportunities and learn what next steps to take. By the end of the session, participants will walk away with one of the following results:

- A strategy for closing the sale
- Steps to move the opportunity to a qualified deal
- Determination that this is NOT an opportunity to invest significant time

*This workshop is limited to 7 participants so don’t wait to register. If you have 5 or more participants we can set-up additional workshops – call Amanda at 419-559-2205 for more details.

Instructor: Roger Bostdorff, B2B Sales Boost
1 session May 28 8:30am-12:00pm
15SPDV09 Thursday $149

NEW! How to Deal with “Awful” People—Best Practices with Challenging “Characters”

Admit it—we’ve all come across challenging people at work. Knowing how to work with “difficult” people is an extremely valuable tool for all levels of employees. In this interactive seminar, you will discover your individual style after learning about the four major styles and their combinations. Participants will know how their style interacts with the behavioral styles of others in a positive or negative manner and will be able to reinforce positive methods and adjust individual work styles to meet the needs of the employee and the situation to create an opportunity for the best results. *Cost includes the DISC Classic and all other materials. Lunch is provided for all participants.

Instructor: Christine Schneider-Smith, CASS Enterprises
1 session Jun. 3 8:30am-1:00pm
15SPDV10 Wednesday $149

Six Sigma Green Belt—Online

The Six Sigma Green Belt certification helps professionals to strengthen organizations by employing the core concepts of Six Sigma geared toward enhanced problem-solving skills with an emphasis on the DMAIC (Define, Measure, Analyze, Improve, and Control) model. Six Sigma Green Belt professionals are tasked with supporting the project lead, most likely a Six Sigma Black Belt and provides a stepping-stone to this advanced classification as well. Successful participants in this class will be poised to work on small, defined Six Sigma projects within an organization requiring less oversight by the assigned manager (presumably a Six Sigma Black Belt). This ability to free up supervisory time reduces costs and increases productivity for entire projects, which present significant value to both current and prospective employers. Students will explore processes and team management, operational metrics, and key tools and techniques to achieve process excellence. This course will prepare an individual to sit for the Six Sigma Green Belt Certification exam offered by the American Association for Quality. *Online classes are not eligible for discounts.

Flexible start dates—Call for details
48 hrs. Online $929*

NEW! Stress Management—Online

Stress isn’t the enemy. It is our perceptions of stress that amp our anxiety and use up all our steam. Events happen every day. How we interpret those events can set the stage for how we feel and how we react to others. Reducing stress is as easy as understanding what stress is, understanding what stress is to you, and using that knowledge to restructure your thoughts. Turn stress into a stepping-stone, not a stumbling block! *Online classes are not eligible for discounts.

Instructor: Meredith Brown
16 hrs. Online Apr. 6 through May 1
Jun. 1 through 28
Aug. 4 through 28 $145*

Like us on Facebook!
Visit our YouTube channel for videos about upcoming courses and events

Early Registration
Register for eligible non-credit courses by January 18th and receive 10% off.
Grant Writing & Nonprofit Essentials

NEW! Certificate in Nonprofit Administration

Nonprofits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for nonprofits and program evaluation for nonprofits, with our Certificate in Nonprofit Administration. This certificate program includes two courses—Revenue Generation for Nonprofits and Program Evaluation for Nonprofits. When you sign up for both courses at once, the cost is only $595! *Online classes are not eligible for discounts.

Revenue Generation for Nonprofits—Online
Build revenue streams for your non-profit organization. They are essential not only to keep your doors open but also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to set prices or fees effectively. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results. After taking this course, you will have the knowledge to improve your revenue generation and generate a better surplus. *Online classes are not eligible for discounts.

Instructor: Fred Bayley
40 hrs. Online  Feb. 2 through Mar. 27
Apr. 6 through May 29
Jun. 1 through Jul. 24  $495*

Program Evaluation for Nonprofits—Online
Enhance your understanding of program evaluation within the nonprofit context. Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs and reporting evaluation results to funders. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation. *Online classes are not eligible for discounts.

Instructor: Myia Welsh
16 hrs. Online  Apr. 6 through May 1
Jun. 1 through 26
Aug. 4 through 28  $245*

Becoming a Grant Writing Consultant—Online
Good grant writing consultants are always in demand! Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant-consulting field. Your instructor, a national grant-consulting veteran, will provide you with easy-to-follow instructions that you can use to start your own home-based business. You will learn what services to offer, how to find clients, and how to set your fees. This is one field where your creative writing skills can literally touch thousands of people and make a true difference in their quality of life. *Online classes are not eligible for discounts.

Instructor: Dr. Beverly A. Browning
Online  Start dates monthly (Jan. 21, Feb. 18, more dates online)
24 hrs.  To register visit www.ed2go.com/kern  $89*

Professional Development for Human Resources

SHRM-CP™ & SHRM SCP™ Certification Exam Preparation Course

Business leadership has changed over recent decades. We now live and work in a global economy, in which geographic borders are virtually non-existent, and innovation, agility, and strategy are critical success factors. The HR profession operates at the core of this global economy, ensuring the alignment of organizational strategy with a high-performing workforce. The new SHRM credentials, SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP), address these new roles.

This preparation course utilizes the SHRM Learning System™, designed by subject matter experts, and includes discussion questions, application exercises, and module exams to develop specific HR competencies. The course materials assist you in preparing for the SHRM-CP™ and SHRM-SCP™ certification exams. The first test window for this certification will be Spring-Summer of 2015. For more information about this new certification credential and test eligibility, visit www.certification.shrm.org.

This 12-week course covers specific topics in six primary areas: Strategic Management, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations, and Occupational Health, Safety, Security. *Cost includes the SHRM Learning System (retail $870) and is not eligible for discounts.

Instructor: Nicole Ochenduski, SPHR
12 sessions  Feb. 2 through Apr. 27  5:30pm-8:30pm
15SPDV11  Mondays  $949*

NEW! Onboarding New Employees—Online

Ensure a smooth transition from best candidate to star employee! Onboarding is the process of socializing new employees into the organization. Onboarding of employees begins well before traditional new-hire orientation and has long reaching implications. At the conclusion of the class, you will have constructed an Onboarding Program for use in your own organization. *Online classes are not eligible for discounts.

Instructor: Anita Orozco
16 hrs. Online  Feb. 2 through 27
Apr. 6 through May 1
Jun. 1 through 26  $195*

Professional Development for K-12 Educators

SMART Board Training

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. *Lunch is provided for all participants.

Instructor: Amanda Pochatk
1 session  Apr. 11  9:00am-2:00pm
15SPDV12  Saturday  $59*

NEW! Developing Hybrid Courses—Online

The rapid growth of on-line and other digital tools to deliver course materials has opened the door to many possibilities for expanding regular face-to-face courses or developing new ones. This is a great opportunity to reach broader audiences and add rich resources and materials to the topics you want to teach.

Whether developing new or modifying an existing class, this four-week session will help you to take advantage of the best of both worlds. Use the strength of the face-to-face engagement and the power of the Internet to deliver great content, reach broader audiences and support different learning styles. The Hybrid or blended classroom encourages students to learn at their own pace while also building on the unique exchanges that can happen in both the face-to-face class and on-line. *Online classes are not eligible for discounts.

Instructor: Kassia Dellabough
16 hrs. Online  Mar. 2 through 27
May 4 through 29
Jul. 6 through 31  $195*

5 Ways to Register

EMAIL:  kern@terra.edu
PHONE:  800-826-2431 or 419-559-2464
ONLINE:  www.terra.edu/learning
WALK-IN:  D201 (Lifelong Learning) or E107 (Kern Center)
MAIL:  The Kern Center 2380 Napoleon Road Fremont, Ohio 43420

Visit our website for more information, www.terra.edu/learning
In a partnership with the Ohio Institute of Real Estate, we are happy to offer the following courses that can be used towards your Real Estate Sales Pre-Licensing. All classes may be taken for credit or non-credit. If you are interested in taking these classes for college credit, please contact Admissions at 419-559-2349. If you are interested in taking these classes for non-credit, please contact the Ohio Institute of Real Estate at 1-800-870-0344. Visit www.ohiorealestateschool.com for more information.

*Prices are set by the Ohio Institute of Real Estate. Total cost for all 4 courses is $1,490 (if paid in full prior to the first day of class, there is a discount and the total cost is $1,190).

**Principles & Practices of Real Estate**
- Jan. 6 through Feb. 12
- Tuesdays & Thursdays
- 6:00pm-9:30pm
- $450*

**Real Estate Appraisal**
- Feb. 17 through Mar. 5
- Tuesdays & Thursdays
- 6:00pm-9:30pm
- $295*

**Real Estate Law**
- Mar. 10 through Apr. 9
- Tuesdays & Thursdays
- 6:00pm-9:30pm
- $450*

**Real Estate Finance**
- Apr. 14 through 30
- Tuesdays & Thursdays
- 6:00pm-9:30pm
- $295*

NEW! ServSafe® Food Handler Training & Certification

ServSafe®, the industry standard in food-safety training, provides foodservice employees with the latest information on all aspects of food handling. This course provides students with food safety training in 5 key areas: Basic Food Safety, Personal Hygiene, Cross-Contamination and Allergens, Time and Temperature, and Cleaning and Sanitation. *Price includes book, exam voucher, and exam fees. No discounts are available for this course.

**Instructor: Dennis Gnag**
- 1 session
  - Feb. 20
  - 9:00am-11:00am
  - $35*
- 1 session
  - May 1
  - 9:00am-11:00am
  - $35*

**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 employees 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. No discounts are available for this course.

**Instructor: Dennis Gnag**
- 4 sessions
  - Mar. 5 through 26
  - 12:00pm-4:00pm
  - $199*

NEW! Powered Industrial Truck (Forklift) Train the Trainer Course

Does your company want to perform high quality, in-house forklift training that meets and exceeds the OSHA regulations? Would you like to improve overall forklift safety, pedestrian safety and the safety of your in-plant travel? Would you like to learn how to use cutting edge technology to improve forklift safety and pedestrian safety?

Terra State is proud to partner with Forklift Training Systems to bring this world class course to the Northwest Ohio Area. Some of the benefits of this course are:
- Trainers leave the class prepared to certify your existing operators, provide refresher training after any incidents and to certify new operators as you hire them.
- Trainers are shown the “real” reasons that forklift safety is critical, which is protecting family, coworkers, and health.
- Trainers must “earn” their credentials in this pass/fail course. Their credentials to train forklift operators never expire, they can continue to train indefinitely.
- Trainers receive ongoing advice and compliance updates after the class by phone, email and periodic newsletters.

*Training is limited to 10 participants to ensure personalized attention. Be sure to register early! Lunch is provided for all participants.

**Instructor: Dennis Gnag**
- 2 sessions
  - Apr. 21 & 22
  - 8:00am-5:00pm
  - $775*
- 2 sessions
  - Aug. 25 & 26
  - 8:00am-5:00pm
  - $775*

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
  - Mar. 6 through Apr. 10
  - 8:00am-12:00pm
  - $495
### ControlLogix 5000 PLC
This is an introductory course that is primarily hands-on and starts with an overview of the AB ControlLogix 5000 system architecture and an introduction of RSLogix 5000 software. The programming part of the course includes the fundamentals of editing ladder logic with inputs, outputs, timers, and counters. Additional programming includes an introductory look at the sub programs, sub routines and the Tag Database. Students will learn to use tags and other features to create documentation of an RSLogix 5000 project. Next sessions students are introduced to program control instructions, comparison and math instructions. Students will learn to configure the PLC discrete Input/Output modules, and the advanced features available in the Tag Database. Examples of PID process loops and motions control systems in the ControlLogix system will be covered. Students will develop programming offline and then connect to a ControlLogix 5000 online through a network and download the program and check it out.

After building this foundation in the AB ControlLogix hardware and RSLogix 5000 software, students move on to reading existing programs where they learn about RSLogix 5000 tools that can be used in troubleshooting. Troubleshooting will include simple concepts and move to advanced troubleshooting using existing programs. Students will learn to use status indicators on ControlLogix I/O and communication modules during troubleshooting.

Students do not need any prior PLC courses or experience to enroll in this class. 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. 24 through May 29 8:00am-12:00pm 15STEK03 Fridays $495

### PLC and Maintenance Troubleshooting
Hands-on training for engineers, maintenance personnel, and equipment technicians who maintain and troubleshoot Allen-Bradley PLCs. Topics include:
- Part Identification
- Addressing
- Uploading/Downloading
- Discrete I/O
- Timers & Counters
- Wiring
- Memory Organization
- Analog I/O
- Documentation
- AC/DC I/O Basics
- Hardware & Software
- Online Functions
- Programming & Logic
- Troubleshooting
- PLC Ladder Logic Symbols

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. 24 through May 29 8:00am-12:00pm 15STEK04 Fridays $495

### 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 Apr. 24 through May 29 12:00pm-4:00pm 15STEK05 Fridays $495

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### Early Registration
Register for eligible non-credit courses by January 18th and receive 10% off.

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### Truck Driving Program
Due to the high demand for tractor-trailer truck drivers, The Kern Center for Workforce Development is offering CDL truck training in conjunction with TRAINCO, Inc. Truck Driving Schools. The program is four weeks in length and offered during the day and a five week program in the evening.

For more information, please contact 419-559-2464 or 800-826-2431.
For a complete class schedule, visit http://www.terra.edu/ContinuingEducation.

To learn more about our instructors, visit our website www.terra.edu/learning

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### Project Management Fundamentals
See description and schedule on page 4.

### Six Sigma Green Belt—Online
See description and schedule on page 4.

### LEED AP + BD&C—Online
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**
32 hrs. Online Feb. 2 through Mar. 27 Apr. 6 through May 29 Jun. 1 through Jul. 24 $795*
Welding & Brazing

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). Welding qualification and certification testing is for companies, contractors, individuals, and/or welding students in accordance with the codes or the standard listed below:

- ASME Boiler & Pressure Vessel Code, Section IX, for fired & non-fired pressure vessels, and welding at nuclear power plants.
- AWS D1.1, Structural Welding Code—Steel, for building construction, tubular structures and miscellaneous steel fabrication for fabrication shops, manufacturing plants, small business owners, individuals, &/or welding students. As well as certifications under the AWS D1.3, Structural Welding Code – Sheet Steel; the AWS D1.5, Bridge Welding Code for ODOT; and, the D1.2, Structural Welding Code – Aluminum.
- API Standard 1104, for the Welding of Pipelines & Related Facilities.

Testing is available in the College labs as well as on the job site. In addition to the above services, certification in Brazing of Refrigerant Piping is available.

Brazing Qualification and Certification Testing
The Kern Center for Business and Industry Training offers brazing qualification and certification testing for HVAC contractors and contractor’s employees in accordance with the ASME Boiler and Pressure Vessel Code, Section IX.

Questions? Contact us!
For more information regarding Brazing and Welding Certification testing at the Kern Center, please call 419-559-2464.

NATE Testing
North American Technician Excellence (NATE) Testing
The Kern Center for Business and Industry Training 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
- Heat Pumps
- Gas Furnaces
- Oil Furnaces
- Hydronics Gas
- Hydronics Oil
- Light Commercial Refrigeration
- Commercial Refrigeration
- Ground Source Heat Pump Loop Installer
- Senior HVAC Efficiency Analyst

For more information regarding NATE testing at the Kern Center, please call 419-559-2464.

Customized Training

The Kern Center for Business and Industry Training 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 conferencing and web conferencing 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!

Computer Basics and Operating Systems

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 covers several topics all PC users should know: hardware vs. software, operating systems, applications and programs, file names, extensions, 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: Amanda Pochatko
1 session
15SCPT01 Jan. 26 9:00am-12:00pm $29
15SCPT02 Apr. 30 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 personalizing your desktop, this class will increase your PC skills in just one class. PC Basics is the suggested prerequisite for this class. This class will focus on the Windows 7 operating system.

Instructor: Amanda Pochatko
1 session
15SCPT103 Feb. 23 9:00am-12:00pm $29
1 session
15SCPT104 May 28 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. From the Dock, Mission Control, and Launchpad to working with files and the Finder, this class is sure to get you clicking in no time! There is also plenty of time for practice and questions. No previous experience required. This class will focus on the OS X Mavericks.

Instructor: Amanda Pochatko
1 session
15SCPT102 Mar. 13 1:00pm-4:00pm $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. Be sure to download the newest updates before coming to class so that your device feature match the instruction.

Instructor: Amanda Pochatko
2 sessions
15SCPT104 Mar. 17 & 24 9:00am-12:00pm $69

How To Clean and Maintain Your PC
Want to keep your PC in tip-top shape and fix minor issues without going to a repair shop? This informative class will not only give you tips for saving memory space and cleaning up your desktop, it will also cover how to install updates, uninstall programs and the proscons of turning your PC off. Learn about viruses, malware, and other nasty infections and how to avoid, block or eliminate them. Great for all computer owners!

Instructor: TBA
2 sessions
15SCPT107 May 12 & 19 5:30pm-7:00pm $59

Open Enrollment Discounts

- Early Registration—Register for eligible non-credit courses by January 16 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 419-559-2464 or kern@terra.edu for more information.
Microsoft Desktop Applications

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 AutoFormat; 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: Lori Letterhos
3 sessions Feb. 3 through 17 1:00pm-4:00pm
15SCPT08 Tuesdays $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: Lori Letterhos
2 sessions Feb. 24 & Mar. 3 12:30pm-4:30pm
15SCPT09 Tuesdays $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: Lori Letterhos
2 sessions Mar. 10 & 17 12:30pm-4:30pm
15SCPT10 Tuesdays $129*

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: Amanda Pochatko
2 sessions Apr. 7 & 14 12:30pm-4:30pm
15SCPT11 Tuesdays $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: Amanda Pochatko
2 sessions Apr. 21 & 28 12:30pm-4:30pm
15SCPT12 Tuesdays $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: Amanda Pochatko
2 sessions May 5 & 12 12:30pm-4:30pm
15SCPT13 Tuesdays $129*

Microsoft PowerPoint Level 1
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: Tim Wasserman
2 sessions Feb. 26 & Mar. 5 12:30pm-4:30pm
15SCPT15 Thursdays $129*

Microsoft Publisher Level 1
Did you know that Microsoft has a program to help you create professional-quality publications and marketing materials called Publisher? Learn to navigate the Publisher environment, create basic and multi-page publications, work with pictures, text, and tables, prepare projects for commercial printing, and more. This class is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes student books and practice files.

Instructor: TBA
2 sessions Mar. 5 & 12 12:30pm-4:30pm
15SCPT16 Thursdays $129*

Microsoft Publisher Level 2
Expand your Publisher skills in this advanced class! Learn to add building blocks and business information, apply color schemes and gradients, streamline long publications with sections and bookmarks, create mail and catalog merges, edit interactive forms and more to get the most out of Publisher 2010. This class is great for Publisher users and is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes student books and practice files.

Instructor: TBA
2 sessions Mar. 19 & 26 12:30pm-4:30pm
15SCPT17 Thursdays $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: Lori Letterhos
2 sessions Apr. 2 & 9 12:30pm-4:30pm
15SCPT18 Thursdays $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 stationery, 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: Lori Letterhos
2 sessions  Apr. 16 & 23  12:30pm-4:30pm
1SSCPT19  Thursdays  $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: Lori Letterhos
2 sessions  Apr. 30 & May 7  12:30pm-4:30pm
1SSCPT20  Thursdays  $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 feature to test and convert a document to comply with accessibility guidelines. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Lori Letterhos
2 sessions  Feb. 6 & 13  8:30am-12:30pm
1SSCPT21  Fridays  $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: Lori Letterhos
2 sessions  Feb. 20 & 27  8:30am-12:30pm
1SSCPT22  Fridays  $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: Lori Letterhos
2 sessions  Mar. 6 & 13  8:30am-12:30pm
1SSCPT23  Fridays  $129*

Can’t Get Away From the Office? We offer Online Courses, Too!
For More Details, Call
The Kern Center at 419-559-2464.

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Adobe Acrobat Level 1
This course will teach you fundamental concepts and terminology, and the basic features of Adobe Acrobat Pro. You will learn PDF basics, explore the Acrobat interface, and navigate/organize PDF documents. From creating a PDF document from within Acrobat and creating PDF documents from within other applications to creating documents from Web pages, this introductory course is great for those new to Acrobat. We will also cover how to modify PDF content, how to insert multimedia content, add bookmarks and links, and improve accessibility in a document. Finally, we will learn to manage security issues by using password encryption and digital signatures. This is a necessary course for anyone working with documents that need to be shared with others! *Price includes books and practice files.

Instructor: TBA
2 sessions  Feb. 2 & 9  8:30am-12:30pm
1SSCPT24  Mondays  $149*

Adobe Acrobat Level 2
Looking for more flexibility in Acrobat Pro? This course builds on the fundamentals taught in Acrobat Level 1. You will learn how to produce high-quality PDF documents for press, discover geospatial data in a PDF map, and prepress techniques including color management, proofing and converting colors, color separations, managing inks, trapping, and transparency flattening. We will use the Preflight feature to test and convert a document to comply with print provider requirements or ISO 9000 standards such as PDF/X, PDF/A, or PDF/E. Finally, you will learn to distribute PDF documents and forms, and to compile form data returned from users. Perfect for those looking to use Acrobat to it’s fullest! *Price includes books and practice files.

Instructor: TBA
2 sessions  Feb. 23 & Mar. 2  8:30am-12:30pm
1SSCPT25  Mondays  $149*

Adobe InDesign Level 1
The most powerful, flexible, capable and professional page layout program today is Adobe’s InDesign. This course will cover the basic document setup, working with objects and working with pen and Bezier paths, apply color and gradients, work with text, and focus on InDesign CS6 and the Creative Cloud. *Price includes books and practice files.

Instructor: Gil Gonzalez,
Terra State Adjunct Faculty
2 sessions  Mar. 9 & 16  8:30am-12:30pm
1SSCPT26  Mondays  $149*

Adobe InDesign Level 2
Learn to import and style text and objects, automate your work, manage long documents, use the Bezier pen tools, create interactive PDF elements, and work with color. You'll also learn how to use the new Adobe Bridge file browser to locate, manage, and drag and drop assets easily into your InDesign layouts. Work with InCopy and learn more advanced topics (like preflighting and advanced text control) and a thorough introduction to all of InDesign's productivity enhancing features and tools. This course prepares participants for the Adobe Certified Associate exam and focuses on InDesign CS6 and the Creative Cloud. *Price includes books and practice files.

Instructor: Gil Gonzalez,
Terra State Adjunct Faculty
2 sessions  May 11 & 18  8:30am-12:30pm
1SSCPT28  Mondays  $149*

Adobe Desktop Applications

If you don’t see a course you are looking for, please contact us at 419-559-2205.
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.
Adobe Illustrator Level 2
Want more?? In Level 2, you will learn advanced techniques for streamlining workflow when creating vector graphics. We will cover how to create reusable art and pixel-perfect web graphics, slicing, and HTML effects, as well as how to save to scalable formats. Next you will learn to use transparency, masks and blends to apply opacity values, trace a raster image into a vector graphic, wrap text to a path, and apply effects to manipulate shapes. Finally, you will learn how to manage color settings, color separations, and print specifications. Perfect for those that have taken Illustrator Level 1 or have an understanding of basic Illustrator concepts! This course prepares participants for the Adobe Certified Associate exam and focuses on Illustrator CS6 and the Creative Cloud. *Price includes books and practice files.

Instructor: Gil Gonzalez,
Terra State Adjunct Faculty
2 sessions  Jun. 1 & 8  12:30pm-4:30pm
15SCPT29  Mondays  $149*

Adobe 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 and the Creative Cloud. *Price includes books and practice files.

Instructor: Gil Gonzalez,
Terra State Adjunct Faculty
2 sessions  Apr. 13 & 20  12:30pm-4:30pm
15SCPT30  Mondays  $149*

Adobe 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 and the Creative Cloud. *Price includes books and practice files.

Instructor: Gil Gonzalez,
Terra State Adjunct Faculty
2 sessions  Apr. 27 & May 4  12:30pm-4:30pm
15SCPT31  Mondays  $149*

To learn more about our instructors, visit our website www.terra.edu/learning

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, managing bank accounts, budgeting, and backing-up data. *Price includes student book and practice files.

Instructor: Jason Conklin,
QuickBooks ProAdvisor
2 sessions  Feb. 11 & 18  8:30am-12:30pm
15SCPT32  Wednesdays  $150*
1 session  May 14  8:30am-4:00pm
15SCPT33  Thursday  $150*

Looking for Specific Help with QuickBooks?
We can help! Jason Conklin is available for one-on-one consultations to help you and your business succeed. Consultations include a complimentary, preliminary phone evaluation to help discover what issues/problems you are trying to resolve. On-site training is $80/hr. (no discounts available). For more information, including rates and procedures, contact us at 419-559-2464 or kern@terra.edu.

Mastering Your iPad & iPhone
Did you update your device and feel lost by all the changes or are you new to the apple line? This course is designed to show new or novice iPad and iPhone owners how to get the most out of their device. From must have apps to contacts, settings, eBooks, and more this class will cover ideas from business and home. This class will focus on the newest iOS 8— if you aren’t sure which operating system you are using please call Amanda at 419-559-2205. Make sure to bring your iPad or iPhone for personalized help!

Instructor: Tim Wasserman
2 sessions  Jan. 21 & 28  6:00pm-9:00pm
15SCPT34  Wednesdays  $49

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: TBA
2 sessions  Feb. 11 & 18  6:00pm-9:00pm
15SCPT35  Wednesdays  $49

Office Productivity & Devices

NEW! Introduction to PC Security—Online
What you don’t know about PC security really can hurt you! Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You’ll understand and explore the many vulnerabilities of operating systems, software, and networks. Then, you’ll get into the minds of hackers and crackers, developing an understanding of the exploits they use to access your computer without your knowledge. You’ll find out why, where, and how viruses, worms, and blended threats are created. You’ll be able to identify and work to prevent DoS, SVN flooding, and other network attacks. You’ll learn a safe way to share files and data across the Internet through a virtual private network. And you’ll be able to install and configure a firewall to build an impenetrable moat around your computer or network. *Online courses are not eligible for discounts.

Instructor: Debbie Mahler
Online  Start dates monthly (Jan. 21, Feb. 18, more dates online)
24 hrs.  To register visit www.ed2go.com/kern  $89*

NEW! Advanced PC Security—Online
When is hacking legal?? When you use it to secure your own network. This new method of hacking, called ethical hacking or white-hat hacking, uses common and readily available hacking tools and techniques to audit your network so you can locate and close security holes. Whether you’re running a small home network or you’re an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access. You’ll gain an understanding of the complex method of electronic breaking and entering. You’ll learn the terms and programming behind the interaction between hardware and software when communicating through a network. You’ll follow packets of data from one point to another through an entire network, and find out where the flaws exist for data loss and security breaches. You’ll discover the role of the seven layers of the OSI model, and the dependencies of hardware and software interaction through packet transmission. And you’ll find out how private data can quickly become public knowledge.

Hackers are costing businesses around the globe several billions of dollars every year. Don’t become part of that sad statistic. Sooner or later, you know that somebody is going to try and break into your network. Why not learn how hackers think so you can harden your defenses against them? *Online courses are not eligible for discounts.

Instructor: Debbie Mahler
Online  Start dates monthly (Jan. 21, Feb. 18, more dates online)
24 hrs.  To register visit www.ed2go.com/kern  $89*

For More Online Classes visit our website at www.terra.edu/learning
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 operates through a funding partnership with the Ohio Development Services Agency and U.S. Small Business Administration. The OSBDC provides training and counseling for people who want to start, buy, or expand small businesses...

- **free** and low cost training geared to the needs of small businesses.
- **free** confidential counseling services by appointment.
- **free** resources to assist small businesses that otherwise may be unaffordable.

Exploring the Possibility of Starting, Buying, or Expanding a Small Business?

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 business entities, name registration, licensing, taxes, employees, insurance, financing, business planning, and more!

For more information, visit www.terra.edu/ContinuingEducation/SmallBusinessDevelopment.html, call 419-559-2210 or email bauxter@terra.edu.
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. 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.


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.
START Skilled Trades Camp

Students Entering 10th Grade

Save the Date!
July 20 – 23
Friday Fun Fest July 24

Students Entering Grades 1-8

Save the Date!
June 22 – 25
Limited to 50 Students

Save the Date!
July 20 – 23
Friday Fun Fest July 24

Students Entering Grades 1-8

Kids’ College 2015
Love to Learn, But Don’t Want Homework?
Terra State’s Lifelong Learning has just the program for you!

Community Education Discounts

- **Early Registration** — Register for eligible non-credit courses by January 16th 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.

- Roy Kay Hall
- General Technologies Building
- Student Activities Center
- Arts and Health Technologies Center
- Engineering Technologies Building
- Maintenance and Receiving
- The Neeley Center
- Skilled Trades Center
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. A one-degree change in your routine will cause muscles to respond to your effort. This class is both a cardiovascular workout as well as strength training. Every fitness level can enjoy a fun, fast-paced workout focusing on weight loss while improving overall health. This class is available for credit or non-credit. (If you are interested in registering for credit, please contact Admissions at 419-559-2349.)

Instructor: Angie Schroeder,
Nationally Certified Group Fitness Instructor
7 sessions Jan. 27 through Mar. 10
1SSFIT19 Tuesdays $45 or $7 per session
7 sessions Mar. 17 through Apr. 28
1SSFIT20 Tuesdays $45 or $7 per session

Running and 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. You will learn all about which muscles are being used as you move and gain a good workout too! All fitness levels are welcome. This class is available for credit or non-credit. (If you are interested in registering for credit, please contact Admissions at 419-559-2349.)

Instructor: Angie Schroeder,
Nationally Certified Group Fitness Instructor
7 sessions Jan. 27 through Mar. 10
1SSFIT21 Tuesdays 2:00pm-2:55pm
7 sessions Mar. 17 through Apr. 28
1SSFIT22 Tuesdays $45 or $7 per session

Butts and Guts
The name says it all! Get ready to “PULSE IT” in the great toning class. Join Niki as we hit those tough to tone spots. Each week is something new and this class fills up fast so be sure to sign up early! All fitness levels welcome.

Instructor: Niki Brough,
Nationally Certified Fitness Instructor
Free Session Tuesday Jan. 6 — Reserve your spot by calling 419-559-2255
6 sessions Jan. 13 through Feb. 17
1SSFIT23 Tuesdays $30 or $7 per session
6 sessions Feb. 24 through Mar. 31
1SSFIT24 Tuesdays $30 or $7 per session
6 sessions Apr. 7 through May 12
1SSFIT25 Tuesdays $30 or $7 per session

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.

Instructor: Niki Brough,
Nationally Certified Fitness Instructor
Free Session Tuesday Jan. 6 — Reserve your spot by calling 419-559-2255
6 sessions Jan. 13 through Feb. 17
1SSFIT26 Tuesdays $35 or $7 per session
6 sessions Feb. 24 through Mar. 31
1SSFIT27 Tuesdays $35 or $7 per session

NEW! Total Body Circuit
Get ready to sweat in this hot class! In each area, you will tackle a different exercise (cardio or strength training) for a short time and then move to the next area. Each workout is different so there is no room for boredom — only results. You can move at your own pace so this perfect class for all levels, from beginner to advanced.

Instructor: Stacie Marquart,
Certified Group Fitness Instructor
Free Session Wednesday Jan. 7 — Reserve your spot by calling 419-559-2255
10 sessions Jan. 14 through Mar. 18
1SSFIT28 Wednesdays $35 or $7 per session
10 sessions Mar. 25 through May 27
1SSFIT29 Wednesdays $35 or $7 per session

Evening Yoga
It’s no secret that as we age, we lose flexibility and stability. Fight back and stay limber in this great class. This class moves at a comfortable pace for all fitness levels and you will be amazed at how great you feel afterwards. As you progress through the different poses, Stacie will give you pointers on form and help guide you towards your fitness goals. Great for everyone from newbies to pros!

Instructor: Stacie Marquart,
Certified Group Fitness Instructor
Free Session Wednesday Jan. 7 — Reserve your spot by calling 419-559-2255
10 sessions Jan. 14 through Mar. 18
1SSFIT30 Wednesdays $35 or $7 per session
10 sessions Mar. 25 through May 27
1SSFIT31 Wednesdays $35 or $7 per session

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. This class is available for credit or non-credit. (If you are interested in registering for credit, please contact Admissions at 419-559-2349.)

Instructor: Angie Schroeder,
Nationally Certified Group Fitness Instructor
Free Session Thursday Jan. 8 — Reserve your spot by calling 419-559-2255
6 sessions Jan. 15 through Feb. 19
1SSFIT34 Thursdays $35 or $7 per session
6 sessions Feb. 26 through Mar. 31
1SSFIT35 Thursdays $35 or $7 per session
6 session Apr. 9 through May 14
1SSFIT36 Thursdays $35 or $7 per session

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.

Instructor: Niki Brough,
Nationally Certified Fitness Instructor
Free Session Thursday Jan. 8 — Reserve your spot by calling 419-559-2255
6 sessions Jan. 15 through Feb. 19
1SSFIT37 Thursdays $35 or $7 per session
6 sessions Feb. 26 through Mar. 31
1SSFIT38 Thursdays $35 or $7 per session

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; modifications are always demonstrated for each exercise.

Instructor: Zach Emly,
Certified Insanity Instructor
Free Session Friday Jan. 9 — Reserve your spot by calling 419-559-2255
9 sessions Jan. 16 through Mar. 20
1SSFIT39 Fridays $50 or $7 per session
9 sessions Mar. 27 through May 22
1SSFIT40 Fridays $50 or $7 per session
## Personal Training
Are you looking to get the most out of your workouts? Lifelong Learning is happy to offer personal training that will fit your needs. Discounts are not available for personal training sessions and rates vary between trainers. Gift certificates are available for personal training sessions too!

**Instructor: Angie Schroeder,**
Nationally Certified Group Fitness Instructor  
15SFIT01  5 sessions  5 hrs.  $190  
15SFIT02  10 sessions  10 hrs.  $375

**Instructor: Bodie Bankey,**  
Nationally Certified Personal Trainer  
15SFIT03  10 sessions  10 hrs.  $250  
15SFIT04  20 sessions  20 hrs.  $475

## Cardio and Coffee
Are you looking for a low-impact fitness class that emphasizes health? This class is perfect for all fitness levels, even if you’ve never exercised before. All exercises can be modified to fit any fitness level. The cardio comes first from 9:00am-9:45am and then stop by our office in D201 for coffee before heading to your next class or destination! This class is the perfect way to get moving when the weather outside might not be the best for outdoor activities.

**Instructor: Angie Schroeder,**
Nationally Certified Group Fitness Instructor  
6 sessions  Feb 2 through Mar. 9  9:00am-10:00am  15SFIT05  Mondays  $40 or $7 per session  
6 sessions  Mar. 16 through Apr. 27  9:00am-10:00am  15SFIT06  Mondays  $40 or $7 per session

## Yoga with Angie
Yoga can 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. This class is available for credit or non-credit. (If you are interested in registering for credit, please contact Admissions at 419-559-2349.)

**Instructor: Stacie Marquart,**  
Certified Group Fitness Instructor  
6 sessions  Feb 2 through Mar. 9  9:00am-10:00am  15SFIT05  Mondays/Wednesdays  $5 or $5 per session  
6 sessions  Mar. 16 through Apr. 27  9:00am-10:00am  15SFIT06  Mondays/Wednesdays  $5 or $5 per session

## 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 dynabands 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!

**Instructor: Debbie Gallagher,**  
Certified Fitness Instructor  
Free Session Monday Jan. 5—  
Reserve your spot by calling 419-559-2255.

**NEW! Circuit and Weight Training**  
Switch up your routine with this great workout class. Each week we will cover a new muscle group including chest, triceps, lats, biceps, shoulders, legs, and more! You’ll stay motivated once you see the results you are getting and never be bored with the same old workout. Instructor Bodie Bankeys is a certified personal trainer and has over 7 years weight lifting experience. All fitness levels welcome.

**Instructor: Bodie Bankey,**  
Certified Personal Trainer  
Free Session Monday Jan. 5—  
Reserve your spot by calling 419-559-2255.

## Try-It Week
Come try any group fitness class the week of Jan. 5-8 for FREE! Please call Lifelong Learning at 419-559-2255 or email learn@terra.edu so we know to expect you. If you like the class, registration will be available after the class.
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
Online Start dates monthly (Jan. 21, Feb. 18, more dates online) 24 hrs. To register visit www.ed2go.com/kern $89*

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
Online Start dates monthly (Jan. 21, Feb. 18, more dates online) 24 hrs. To register visit www.ed2go.com/kern $89*

Don’t See the Prep You Need? We Can Help!
Call Amanda at 419-559-2205

Saturdays Are for KIDS

NEW! GMAT Preparation
Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). Our GMAT Preparation Course is a must. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. You’ll review the more familiar questions and learn how to approach question types that may be new to you, like critical reasoning and data sufficiency. In the verbal lessons, we will discuss how to do your best on reading comprehension questions, sentence correction questions, critical reasoning questions, and the analytical writing assessment. In the quantitative lessons, we provide a comprehensive math review and techniques for tackling both problem solving and data sufficiency questions. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test. *Online courses are not eligible for discounts.

Instructor: Benjamin N. Giallorente
Online Start dates monthly (Jan. 21, Feb. 18, more dates online)
24 hrs. To register visit www.ed2go.com/kern $89*

NEW! Hearty Fun for Valentine’s Day
Do you know a kid that loves to design and make edible goodies? This fun and tasty class is perfect for those with a creative streak. In honor of Valentine’s Day we will create fun and edible treats all with a heart theme! Parents are welcome to sit-in on this class but make sure to dress casually—it can get messy. All materials provided in the cost of the class!

1 session Feb. 7 10:00am-12:00pm 15SYTH01 Saturday $29

NEW! Shrinky Dink Wind Chime
Do you remember the fun you had making all sorts of neat things with Shrinky Dinks? In this cool class, kids will get to design their own wind chime topper using super strong Shrinky Dink sheets, bake their creations, and then assemble their wind chimes. Parents are welcome to sit-in on this class but make sure to dress casually—it can get messy. All materials provided in the cost of the class!

1 session Mar. 21 10:00am-12:00pm 15SYTH02 Saturday $29

NEW! Marvelous Mosaics
Cut up in this fun art class! You will learn what mosaics are, how they have been created throughout history, and then design your very own work of art. Using a variety of materials, from paper to flat stone you will design and then assemble your own mosaic to take home. Parents are welcome to sit-in on this class but make sure to dress casually—it can get messy. All materials provided in the cost of the class!

1 session Apr. 25 10:00am-12:00pm 15SYTH03 Saturday $29

NEW! Spring Goodies Galore
Do you love tasty goodies? In this neat class, you will get to create a variety of goodies that not only look good but also taste great! Whether you choose to share or eat them yourself, you’ll be sure to have your fill! This class is not recommended for kids with food allergies. Parents are welcome to sit-in on this class but make sure to dress casually—it can get messy. All materials provided in the cost of the class!

1 session May 30 10:00am-12:00pm 15SYTH04 Saturday $29

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.
New! Introduction to Journaling—Online

If you’ve ever wanted to try journaling, this course will provide answers to your every question. You’ll discover the different types of journaling (including dream journaling), and sample a buffet of journaling techniques, exercises, tools, and resources. We’ll cover everything you need to know about journaling, including a seven-step process that will ease you into writing a journal, even if you’ve never journaled before. You’ll get detailed instructions on developing, decorating, and customizing your journal, and you’ll learn exciting new ways to express yourself and develop your creativity. You’ll find out how you can use your journal to explore your thoughts, feelings, and values, and you’ll learn how to use your journal to support you as you develop true emotional well-being. You’ll also understand how journaling can ease the stress of unwanted change throughout the course of your life. You’ll even discover how journaling can help you choose the best career for you or advance in your current career. *Online classes are not eligible for discounts.

Instructor: Cheryl Simpson
Online  Start dates monthly (Jan. 21, Feb. 18, more dates online)  24 hrs. To register visit www.ed2go.com/kern  $89*

Spiegel Grove Photo Shoot

Whether you have been to Spiegel Grove once or hundreds of times, this location is a great spot for a photo shoot! Join Gil Gonzalez, Head of Photographic Resources at the Hayes Center and Local Photographer, for a unique class that is sure to inspire all budding photographers! Set over 3 days, you will learn to plan your shoot on day one, shoot on day two, and review your photos on day three. Perfect for those that love taking photos and would like some professional guidance. This class is dependent upon weather so be sure to register early so you are on the contact list!

Instructor: Gil Gonzalez, Photographer
3 sessions  Apr. 27 & May 4 (Terra State)  6:00pm-8:00pm
May 2 (Spiegel Grove)  12:30pm-2:00pm
15SPHO02 Mondays & Saturday  $69

Macro Photography

Ever wonder how some photographs show more detail than you see with the human eye? This technique called macro photography is extreme close-up photography, usually of very small subjects. In this class, you will learn for depth of field, aperture, and lighting all play an important part in getting your best shot. Equipment will also be discussed with plenty of time for experimentation. From insects to flowers, this class will keep you focused on your best shot!

Instructor: Gil Gonzalez, Photographer
2 sessions  Mar. 11 & 18  5:30pm-8:30pm
15SPHO01 Wednesdays  $69

Photography

Photographing people can be fun, exciting – and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. Don’t be nervous if you’re new to digital photography, because we’ll start with the basic principles you need to know in order to become a people photographer. You’ll discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. Next, we’ll move onto portrait and formal group shots, where you’ll learn how to organize people, which angles to use, and which to avoid. You’ll become proficient in action photography, and learn several fun and creative ways to photograph children and babies. You’ll even gain expertise in filling your photographs with imagery, setting moods, and creating themes. This course will have you well on your way to becoming a skilled people photographer.

*Online classes are not eligible for discounts.

Instructor: Curt Simmons
Online  Start dates monthly (Jan. 21, Feb. 18, more dates online)  24 hrs. To register visit www.ed2go.com/kern  $89*

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 than 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.
Language Courses for Work, Play, or Travel

NEW! Easy English—Online
Do you need to learn English—and learn it fast? If so, this is the course for you! Don’t worry if you don’t know a lot of English. In these lessons, you’ll start with the basics and build your skills step-by-step. Fun activities and games will help you learn the English you need for real-life situations including shopping for clothes and food, job-hunting, and finding a place to live. You’ll also learn key words and phrases you can use at school or in social settings, and you’ll know the right things to say in a medical emergency. You’ll build grammar and vocabulary skills step-by-step as you go through the course. You’ll also improve your listening skills through audio and video activities. By the time you’re done, you’ll have the skills you need to speak basic English with confidence.

This course is offered in the following languages: Spanish, Chinese Traditional, Chinese Simplified, Japanese, Brazilian Portuguese, Korean, and Arabic. *Online classes are not eligible for discounts.

Instructors: Rob Jenkins & Staci Johnson
Online Start dates monthly (Jan. 21, Feb. 18, more dates online)
24 hrs. To register visit www.ed2go.com/kern $89*

Speed Spanish—Online
Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno! *Online classes are not eligible for discounts.

Instructor: Dan Mikels
Online Start dates monthly (Jan. 21, Feb. 18, more dates online)
24 hrs. To register visit www.ed2go.com/kern $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 learn@terra.edu or call 419-559-2255. Discounts are not applicable to private music lessons.

For background information on our instructors, visit www.terra.edu/learning. Lessons are available in our new practice studios for:
- Flute
- Cello
- Clarinet
- Saxophone
- Bassoon
- Trumpet
- French Horn
- Trombone
- Tuba
- Percussion (traditional, jazz, and contemporary)
- Violin
- Viola
- Cello
- Guitar
  (traditional, jazz, and contemporary)
- Electric and String Bass
- Harp
- Voice
- Piano (classical and jazz)
- Music Composition
- Improvisation
- Bagpipes
- Recording/Engineering

Music

Terra State Music Academy

Music Made Easy—Online
If you enjoy music and would like to know more about what makes it work, this is the course for you. You will gain a complete understanding of rhythm, melody, and harmony, and you will be able to recognize pitches on the musical staff and on the keyboard. Your course begins with an introduction to rhythm and the various aspects of rhythm, including beat, meter, note, and rest values. You will then learn about the role of melody in music, and gain proficiency in identifying pitches by octave, building major scales, and understanding the role of keys in creating melodies. Explore the keyboard in full detail, with an emphasis on the structure of major scale and the signatures of major keys while you learn to build intervals, major scales, and chords. By the time you complete this comprehensive and full-featured course, you will be able to read, write, and even play simple musical pieces on a keyboard. *Online classes are not eligible for discounts.

Instructor: Marianne Murawski
Online Start dates monthly (Jan. 21, Feb. 18, more dates online)
24 hrs. To register visit www.ed2go.com/kern $89*

Retirement Planning Today®
Are you between the ages of 50 and 70 and want to learn more about retirement planning? Let former Terra State graduate Christopher McIntire help you sort through the endless information. This course contains something for everyone. We address financial issues that pertain to the self-employed as well as employees of corporations and government agencies. Designed to teach you how to build wealth and align your money with your values whether you plan to retire in 20 years from now or have just recently retired. This course 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 and includes book.

Instructor: Christopher McIntire, McIntire Retirement Services
2 sessions Mar. 24 & 31 6:00pm-9:00pm $40*
15SHOB12 Tuesdays
2 sessions Apr. 2 & 9 6:00pm-9:00pm $40*
15SHOB13 Thursdays

NEW! Introduction to Natural Health and Healing—Online
Would you like to learn more about natural health but don’t know where to start? If so, this is the course for you! We’ll discuss the various stages of health and illness, and you’ll discover that true health means wholeness of the mind, body, and spirit. You’ll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We’ll also explore naturopathy, which seeks ways for the body to heal itself. You’ll find out about proper breathing techniques that enhance health, and you’ll learn the value of hydrotherapy, diet, biorythms, and fasting. We’ll also examine using the power of the mind for healing the body—discussing brain function tests, visualization, and relaxation therapies. You’ll see the great power of belief. Then we’ll delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. After our talk, you’ll be able to develop menus that improve health. We’ll also look at herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T’ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies, and much
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 producer!

**Instructor:** Voice Coaches
1 session  Apr. 23  6:30pm-9:00pm
15SHOB01 Thursday  $29

Ballroom Dancing
Ever dream of gliding across the dance floor like Ginger Rogers or Fred Astaire? Now is the time to make that dream a reality! If your dance moves have been limited to the chicken dance at weddings or bopping your head to the music at nightclubs, now is the time to sign up for real ballroom dance classes. Ballroom dancing isn’t just for seniors or those looking to get into competitive dancing. Dancing is a popular activity for people of all ages. The first step is being brave enough to sign up for classes. Your instructor will be Dr. Steven Velasquez, well-known area dance instructor and 3-time national champion in ballroom dancing. His expertise covers nearly 30 different partner dances from ballroom to Latin to sensual tango.

**Instructor:** Dr. Steven Velasquez, All About Dance Productions
6 sessions  Feb. 2 through Mar. 9  6:30pm-8:00pm
15SHOB02 Mondays  $80
6 sessions  Mar. 23 through Apr. 27  6:30pm-8:00pm
15SHOB03 Mondays  $80

Private Ballroom Dancing Lessons
Whether you don’t have time for a group class or you simply want one-on-one coaching. We are happy to offer private lessons perfect for absolute beginners to seasoned competitors. All lessons are taught by Dr. Steven Velasquez, Owner of All About Dance Productions and held at Terra State Community College. Lessons are available in a variety of packages, but space is limited. Please call Amanda at 419-559-2205 or email learn@terra.edu for more information and availability.

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 2 & 16  10:00am-3:00pm
May 9 (at the range)  9:00am-2:00pm
15SHOB04 Saturdays  $119

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. 6  9:00am-2:00pm
15SHOB05 Saturday  $69

Lifeguard Certification and 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:
- **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.

**Instructor:** Dennis VanWey
10 sessions  Apr. 13 through 24  5:00pm-9:00pm
15SHOB06 Monday through Friday  $250

Recertification (no CPR)
3 sessions  Apr. 22 through 24  5:00pm-9:00pm
15SHOB07 Wednesday through Friday  $75

Recertification (with CPR)
4 sessions  Apr. 21 through 24  5:00pm-9:00pm
15SHOB08 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  Feb. 21  8:00am-4:00pm
15SHOB09 Saturday  $35*
1 session  Mar. 28  8:00am-4:00pm
15SHOB10 Saturday  $35*
1 session  Apr. 25  8:00am-4:00pm
15SHOB11 Saturday  $35*

**NEW!** Genealogy Basics—Online
Tracing your family’s history is a fascinating journey. Who will you discover? Genealogy Basics will help you understand the genealogy research process and the way we interpret the information we find. This course guides you through the search process for family names using several subscription-based Web sites, which you can access while you’re enrolled in the class. Along the way, you’ll learn through hands-on examples that help you dig deeper into your family’s past. You’ll develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You’ll discover, in simple terms, where to look, who to contact, and how to make your family history come alive. Was it truth or goof? Where’s the proof? Find out why close counts not only in horseshoes, but also in hunting your heritage.

*Online classes are not eligible for discounts.

**Instructor:** Bob Moyer
Online  Start dates monthly (Jan. 21, Feb. 18, more dates online)  $89*
24 hrs.  To register visit www.ed2go.com/kern
NEW! Fused Glass—Sculpting/Embossing
Add some pop to your work or art in this fused glass class. You will learn various techniques to sculpt art glass in a kiln and will create your choice of a small bowl, plate, tile, ornament, or sun catcher! Designs may be selected from ones provided or bring your own design. A selection of glass will be available for you to choose your own color combinations. This class is geared toward all skill levels from beginning to advanced. Finished work will be available for pick up 1 to 2 weeks after class. Class limit is 10 students. *Cost includes all project supplies and glass.
Instructor: Jill Groves, Fused Glass Artist
1 session May 21 6:00pm-9:00pm 15SCFT17 Thursday $59*

NEW! Stars and Stripes Votive Fused Glass Project
Come learn the how to cut, assemble, and fuse art glass while creating a beautiful, patriotic votive just in time for your July 4th celebrations! Perfect for all skill levels, from beginning to advanced, you will be thrilled with your results. Your votive will be available for pick up 1 to 2 weeks after class. Class limit is 10 students. *Cost includes all project supplies and glass.
Instructor: Jill Groves, Fused Glass Artist
1 session Jun. 16 6:00pm-8:00pm 15SCFT18 Tuesday $59*

Landscape Painting Series
Landscape painting is like anything else you approach in life—you must first master the basics, continue with practice and then you will see the improvements you desire! These classes are designed to provide you with the essentials that you will need to begin this exciting technique that appears in the world all around you. You will use a water-based paint that acts like an oil but cleans up with water to create beautiful canvases. Open to all levels from absolute beginner to pro! *All materials provided in the cost of the class.
Set-up begins at 6:30am to allow a start time of 9:00am.
Instructor: Carol K. Hoffman, Artist
Landscaes 1 session Feb. 28 9:00am-12:00pm 15SCFT19 Saturday $59
Seascapes 1 session Apr. 4 9:00am-12:00pm 15SCFT20 Saturday $59
Florals 1 session May 16 9:00am-12:00pm 15SCFT21 Saturday $59

NEW! Winter Soups and Stews Series
Join Chef John Bermudez in these hearty and warming classes, sure to drive away the winter blues! If you register for all three classes at once, you receive a 20% discount, making the cost only $39.20 for each class. The best part is you will have plenty of leftovers to take home and enjoy. In each hands-on class, you will learn some kitchen basics while preparing two different dishes. Class is limited to 8 so be sure to register early! *All supplies are provided; just bring some containers to take home your extras.
White Bean Soup with Sausage and Kale 1 session Feb. 3 6:00pm-8:00pm 15SFDS01 Tuesday $49*
Chicken Chili with Basil Beef Chili 1 session Feb. 24 6:00pm-8:00pm 15SFDS02 Tuesday $49*
Lentil Soup with Beef Minestrones 1 session Mar. 3 6:00pm-8:00pm 15SFDS03 Tuesday $49*

NEW! Mediterranean Cuisine
Do you love the flavors of Mediterranean foods but are intimidated to try creating your favorite dishes at home? In this hands-on cooking class, you will not only learn about Mediterranean cuisine, you will prepare a complete meal from salad to main course. From fresh ingredients, you will prepare hummus, tabbouleh, couscous, and Shish taouk. Chicken under the guidance of Chef John Bermudez in Terra State’s culinary lab. Along with learning how to prepare these fabulous dishes, you will also learn some kitchen basics. The best part is at the end of the class, you will have prepared a delicious meal to take home to share with family and friends (or maybe just for yourself!). Class is limited to 8 so be sure to register early! *All supplies are provided; just bring some containers to take home your dishes.
Instructor: Chef John Bermudez
1 session Apr. 18 1:00pm-4:00pm 15SFDS04 Saturday $59*

NEW! Gluten-Free Cooking
Whether you have a diagnose gluten allergy/intolerance or are trying to rule this out on your own, this great class will help answer questions about gluten and show you how you can easily incorporate gluten-free cooking into your routine. The first night, you will learn about gluten while preparing a delicious gluten-free meal. The second night will be all about transforming your favorite dishes into gluten-free delights. Bring your recipe to the first class (or submit early to learn@terra.edu). Class is limited to 8 so be sure to register early! *All supplies are provided; just bring some containers to take home your dishes.
Instructor: Chef John Bermudez
2 sessions May 5 & 12 6:00pm-8:00pm 15SFDS05 Tuesdays $39*
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 learn@terra.edu or call Lifelong Learning at 419-559-2255.

Stitch of the Month Classes
Let your creativity loose in these fun classes! The first Saturday of each month, you will learn a new stitch for either knitting or crocheting with the help of your talented instructor, come up with a project that will highlight your new stitch. Depending on the project you choose, expect to finish your work at home. These classes are open to all ages (kids welcome!). For a complete listing of stitchers, visit our website www.terra.edu/learning

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

**SSCFT01**
1 session Sat. Feb. 7 10:00am-12:00pm $10
**SSCFT02**
1 session Sat. Mar. 27 10:00am-12:00pm $10
**SSCFT03**
2 sessions Sat. Apr. 17 & 24 10:00am-12:00pm $15
**SSCFT04**
1 session Sat. May 9 10:00am-12:00pm $10
**SSCFT05**
1 session Sat. June 13 10:00am-12:00pm $10
**SSCFT06**
1 session Sat. July 11 10:00am-12:00pm $10
**SSCFT07**
1 session Sat. Aug. 1 10:00am-12:00pm $10

**NEW!** Sock Party
Looking for a great way to warm up this winter? Join our sock party and learn to knit or crochet socks for the whole family! From baby to daddy, all sizes will be covered. Personalize your look and feel by choosing your own colors and type of yarn. Great for beginners and seasoned knitters/crocheters alike! **Materials list provided at registration.**

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

1 session Jan. 24 & 31 10:00am-12:00pm $29

**NEW!** Ribbed Leg Warmers
They’re not just for dance practice! Leg warmers do more than just warm up your legs. Worn over tights, leggings, or tight jeans, they add a stylish kick to your outfit. These two-color leg warmers are knit/crocheted in different rib patterns, which give you plenty of practice working on new stitch patterns. **Materials list provided at registration.**

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

2 sessions Feb. 14 & 21 10:00am-12:00pm $29

**Fingerless Gloves**
Stay warm while still being able to use your gadgets, type, and more! Who says winter has to be boring – with these stylish gloves, your fingers are free while your hands stay 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**

1 session Feb 28 Sat. 10:00am-2:00pm $29

**NEW!** One-Piece Garter Stitch Sweater
This comfortable sweater is easy to knit/crochet and easy to wear. Roomy enough to wear over a shirt, the sweater can be worn with sleeves rolled up or down. The entire sweater is created in one piece in garter stitch; you will be knitting/crocheting side to side from one sleeve end to the other! **Materials list provided at registration.**

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

3 sessions Mar. 14 through 28 10:00am-12:00pm $39

**NEW!** Summer Sleeveless Top with Embellishments
Get ready for warm weather with this freeform summer top. You will begin by knitting/crocheting a simple mesh top and then add a few shoulder motifs. You can embellish further by adding crystal beads to the shoulder motifs, fashion buttons, or more motifs to the top. Motif designs include small and large leaves, small and large fans, and flowers. **Materials list provided at registration.**

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

3 sessions Apr. 18, 25, & May 9 10:00am-12:00pm $39

**NEW!** Beaded Slip Stitch Shoulder Bag
Create a fun and flashy small shoulder bag using a simple slip stitch. Beads are slid onto the slipped stitches before they are knitted/crocheted so they are incorporated into the design. Using your choice of yarn color and bead style, you can customize your look for any age or style! **Materials list provided at registration.**

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

3 sessions May 16 through 30 10:00am-12:00pm $39

**Beginning Fused Glass Plate**
Create a beautiful work of art for you or your sweetheart! You will be introduced to the fundamental concepts of creating glass objects in the kiln and then make a 7” x 7” fused and slumped plate, choosing from a selection of different types and colors of glass. Finished work will be available for pick up before Valentine’s Day. No experience with glass is required for this course, which is recommended for beginners. Class limit is 10 students. *Cost includes all project supplies and glass.

**Instructor: Jill Groves, Fused Glass Artist**

1 session Feb. 5 6:00pm-9:00pm $59*

**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.stevesglassclass.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 Mar. 23 6:30pm-9:30pm $59*

**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.stevesglassclass.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 Apr. 29 & 29 6:30pm-9:30pm $129*

**Fused Glass Jewelry**
Looking for a unique gift for Mother’s Day? Why not create your own mini work of art perfect for your mom or yourself? You will learn how to create beautiful works of wearable art by layering art glass and fusing the glass in a kiln. Each student will make 2 from the following choices; pendant, pin or pair of earrings. The first class is 3 hours long and begins with an introduction of art glass, kilns, effects of heat on glass, etc. The second hour includes instruction on glass cutting and equipment. The remainder of the class is spent choosing and layering glass. At the next session, we will add bails, earrings, wires, posts, or pins to our finished pieces. No experience with glass is required for this course, which is recommended for beginners. Class limit is 8 students. *Cost includes all project supplies and glass.

**Instructor: Jill Groves, Fused Glass Artist**

2 sessions Apr. 27 6:00pm-9:00pm $69*

1 session May 4 6:00pm-7:00pm $69*

1 session May 21 6:00pm-7:00pm $69*
REGISTRATION AND 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 __________________________

Home address __________________________ City __________________________ State ______ Zip ______

Home phone # __________________________ Work Phone # __________________________ Mobile phone # __________________________

E-mail address __________________________ Date of birth ______/____/____

Charge my tuition to: ☐ VISA ☐ MasterCard ☐ Discover

Card #: __________________________ 3-digit security code ______ Exp. date ______/____/____

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 AND 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

EMAIL REGISTRATION TO:

learn@terra.edu

- Early Registration—Register by January 16th 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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**EARLY REGISTRATION DISCOUNT**

Register for eligible non-credit courses by January 16th and receive 10% off.

Fees can be paid by cash, check or credit card.

Call 419-559-2255 to register or email learn@terra.edu

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www.terra.edu/learning