Wizards Young and Old

Celebrate Harry's birthday by making a Hagrid-style cake and more! page 6

Youth Lego Engineering Camp page 7

NEW! Celebrate America (Artistically) page 8

NEW! Genealogy Research page 10

Microsoft Office Workshops page 20

Earn your CDL in 4 weeks! Back Cover

REGISTER ONLINE! www.owensworks.com
TABLE OF CONTENTS

Welcome to WORK & PLAY. This catalog provides continuing education for a better life. Improve your computer skills, learn about something fun and new or advance your employment opportunities. Would you like to teach a course or do you wish a certain course was offered? Owens Community College wants to hear from you. Call us at (567) 661-7357. Thank you from the editors of WORK & PLAY.

COMPUTER CLASSES
Microsoft Office ...................... 20
Adobe Creative Cloud ............... 24
Information Technology .......... 25

ENRICHMENT CLASSES
Real Estate ............................... 3
Hobbies/Interest ...................... 4
Fitness ................................. 5
Cooking ............................... 6
Kid’s Classes ............................ 7
Facebook for Business ............. 13
Photography ......................... 15
Health, Fitness & Well-Being ....... 16

PROFESSIONAL DEVELOPMENT CLASSES
Professional Development ...... 25
Community Service ................. 28
CPR ........................................ 18
E-Learning ............................. 19
Online Certificates .................. 29
Technical Skills Training .......... 30
Truck Driving ......................... Back Cover

REGISTRATION

NEW! THE HERO LAB COMIC BOOK WORKSHOP Ages 9 - 15
Page 7

REGISTER TODAY! www.owensworks.com

Register by Phone (567) 661-7357
Register Online www.owensworks.com and click on Register Today! Register early to save your seat in class.

Register by Mail/Fax
Download your registration form at www.owens.edu/workforce_cs/registrationform.
Send form with check or money order to:
Owens Community College
Workforce and Community Services
P.O. Box 10,000
Toledo, OH 43699-1947
Fax to (567) 661-7662

Register in Person
Owens Community College
Toledo-area Campus
Law Enforcement Building
30335 Oregon Road, Perrysburg, OH 43551

Invoicing/Purchase Order
Call (567) 661-7357

Owens Accepts MasterCard, Discover or Visa

More Information
• All classes are canceled 72 hours in advance if minimum enrollment is not met. You will be notified if your class is canceled. Please be sure to register early to ensure that your class runs.

• For class confirmation, call (567) 661-7357.

• Locations
Owens Community College Toledo-area Campus
Law Enforcement Building
30335 Oregon Road, Perrysburg, OH 43551

Owens Community College Findlay-area Campus
3200 Bright Road, Findlay, OH 45840

• Refund Policy – Contact us three business days prior to the class date to receive a full refund. Cancellations made after this, or prior to the class starting, will receive full credit to be used toward another class (within 1 year). No refunds or credits will be issued for cancellations after the class has started.

• Workforce and Community Services Hours
Mon – Thu 8 a.m. – 5 p.m.
Fri 8 a.m. – 4 p.m.

• For information on privacy policies, please visit www.owens.edu and enter FERPA in the search box.
REAL ESTATE PRINCIPLES AND PRACTICES
This 40-hour course introduces listing, selling, advertising, real estate math, legal descriptions of land, contracts from listing to closing, appraising, ethical behavior and terminology. Book and materials included.
53048  Mon - Thu  5/13 - 5/29  6 - 10 p.m.  Perrysburg  $309

REAL ESTATE FINANCE
This 20-hour course provides a background in the varied real estate mortgage credit operations of financial institutions, concentrating on the way funds are channeled into the mortgage markets and the financing of the residential and special purpose property. Books and materials included.
53049  Mon - Thu  6/3 - 6/10  6 - 10 p.m.  Perrysburg  $199

REAL ESTATE LAW
This 40-hour course provides an overview of the legal system, property ownership, contracts, mortgages, liens, easements, deeds, wills and interstate succession, landlord/tenant problems and the relationship of each to the real estate salesperson. Book and materials included.
53050  Mon - Thu  6/17 - 7/2  6 - 10 p.m.  Perrysburg  $309

REAL ESTATE APPRAISAL
This 20-hour course covers the real estate appraisal process from information gathering to the written report. Three key appraisal methods are highlighted: the sales comparison method, cost approach and income capitalization. Calculator required. Books and materials included.
53051  Mon - Thu  7/8 - 7/15  6 - 10 p.m.  Perrysburg  $199

REAL ESTATE PREP EXAM
This course will prepare you to pass the state exam the first time! You will go over hundreds of test questions and take practice exams to ensure you nail that exam and begin your new career. Book included.
53052  Wed  7/17  6 - 10 p.m.  Perrysburg  $75

Please register five business days prior to the class start date to ensure your seat and that the class runs. Minimum class enrollment must be met three business days prior to the class start date or the class will be canceled.

*Register and pay for all 4 state-required pre-licensing classes at the same time and receive a 10% discount!
Please register by May 2 to secure your seat.
**Hobbies & Interests**

**SELF-DEFENSE**
Everybody has the right to feel safe and to protect themselves from attackers. However, the average person does not know the basics of self-defense to protect themselves from an attack. Safety and survival in today’s world requires a definite course of action. Whether you are going away to college, love exercising outdoors or just want to arm yourself with the tools and confidence to protect yourself in everyday surroundings, this is the class that will give it to you! This class is a comprehensive course, designed for everyone, that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Participants age 12 and up are encouraged to attend this class. It’s never too early to think about personal safety! This class is taught by active police officers with a martial arts background.

Topics covered in class are:
- Situation awareness
- How to defend from a frontal attack
- How to defend from a rear attack
- How to defend against unarmed attacks
- How to defend against armed attacks
- How to defend against multiple attackers

**BOOT CAMP**
If you need a challenge and want to push your body to the next level, give our boot camp a try. We use a variety of equipment, along with body weight activities, in a competitive setting to motivate you to be your best yet! This fitness class is held in Alumni Hall. Locker rooms and showers are also available to all class participants.

**Enrichment Classes**

**ACHIEVE YOUR PERSONAL TRAINING GOALS**
Earn your National Strength and Conditioning Association Certified Personal Trainer (NSCA-CPT) certification in just 3 semesters!
- Set yourself apart with one of the best certifications you can earn.
- Learn from qualified and experienced instructors.
- Get well prepared for a variety of job opportunities.
- Great starting point toward an Associate degree.

To get started helping others live a healthier lifestyle, contact us today: (567) 661-2108

**REGISTER TODAY!**
www.owensworks.com
PILATES
Want to unwind after a long day at work? Join us for Pilates, where you will get a great workout through your core, benefit from overall toning and increase your flexibility through stretching. You will leave this class feeling refreshed and relaxed. This class is for beginners, as well as the experienced Pilates person. This fitness class is held in the Student Health & Activities Center.

53055 Mon/Wed 5/20 – 7/1 6:30 – 7:15 p.m. Perrysburg $60
No class 5/27
53056 Mon/Wed 7/8 – 8/14 6:30 – 7:35 p.m. Perrysburg $60

TRX
This class uses suspension training to build muscular endurance, muscle definition, and core strength while increasing range of motion. This type of training can be effective for new and advanced exercisers. It is fun and challenging! This fitness class is held in Alumni Hall. Locker rooms and showers are also available to all class participants.

53057 Tue/Thu 5/21 – 7/2 5:30 – 6:15 p.m. Perrysburg $60
53058 Tue/Thu 7/9 – 8/15 5:30 – 6:15 p.m. Perrysburg $60

Please register five business days prior to the class start date to ensure your seat and that the class runs. Minimum class enrollment must be met three business days prior to the class start date or the class will be canceled.

FOCUS ON BECOMING A HEALTHIER YOU.
Focus on becoming a healthier you. Contact Matt Elvey, NSCA-CPT, matt_elvey@owens.edu, (419) 304-3913, to schedule private, semi-private and group personal training sessions on the Toledo-area Campus.
NEW! **GRILL MASTER**
Dust off that grill and get ready for summer! Chef Bill will help you hone your grilling skills and get ready to impress at your next cookout. Learn about new versions of trusty classics, how to grill perfect veggies, and even how to make a pizza or dessert on the grill! Closed-toed shoes please. Feel free to bring your own aprons and grilling tools.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>53094</td>
<td>Tue 5/21</td>
<td>6-9 p.m.</td>
<td>Perrysburg</td>
<td>$79</td>
</tr>
</tbody>
</table>

NEW! **HAPPY BIRTHDAY HARRY!**
Join Chef Amy in a culinary celebration of the Chosen One’s birthday. Learn to make butter beer & “rock” cakes, decorate a candy wand in your house colors, and help decorate & eat a Hagrid style birthday cake! House robes & Dress robes welcome & optional.

**For Wizards 5-17 (Wizards 8 & under require an adult companion)**

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>53094</td>
<td>Sat 7/20 &amp; 7/27</td>
<td>12-2 p.m.</td>
<td>Perrysburg</td>
<td>$89</td>
</tr>
<tr>
<td>53095</td>
<td>Sat 7/20 &amp; 7/27</td>
<td>4-6 p.m.</td>
<td>Perrysburg</td>
<td>$89</td>
</tr>
</tbody>
</table>

NEW! **WE ALL SCREAM FOR ICE CREAM**
Have you ever wondered what it takes to make summer’s favorite sweet treat? Join us as we go through different methods of making this frozen delight! You will also learn how to make a few of your favorite toppings. All of your hard work will pay off with a homemade sundae at the end of class! Presented by Chef Brandi

**Kids 9-14**

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>53137</td>
<td>Mon 7/15</td>
<td>6-9 p.m.</td>
<td>Perrysburg</td>
<td>$59</td>
</tr>
</tbody>
</table>

**Adults**

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>53138</td>
<td>Wed 7/17</td>
<td>6-9 p.m.</td>
<td>Perrysburg</td>
<td>$59</td>
</tr>
</tbody>
</table>

NEW! **VEGAN COOKING**
To start the summer off on the right foot, Chef May will teach you how to create vegan meals from scratch using fine and fresh ingredients. On top of techniques and recipes, we will discuss the benefits of a plant-based diet while breaking down all of the misconceptions of vegan cuisine. Presented by: Chef May

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>53096</td>
<td>Sat 6/8</td>
<td>12-4 p.m.</td>
<td>Perrysburg</td>
<td>$79</td>
</tr>
</tbody>
</table>

NEW! **MIDDLE-EASTERN DINNER**
Join Chef May for another interactive Middle-Eastern cooking class. In this class, you will learn how to make a three-course meal to impress all of your loved ones.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>53226</td>
<td>Sun 6/23</td>
<td>11 a.m.-3 p.m.</td>
<td>Perrysburg</td>
<td>$79</td>
</tr>
</tbody>
</table>

**DATE NIGHT**
Nothing brings people together like food. Whether you are looking for a first date idea or you and your partner need a fun night out, this class is for you! Each couple will prepare a three-course meal including a yummy dessert. Couples will finish the evening by enjoying the prepared meal. Presented by Chef Brandi and Chef Bill

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>53059</td>
<td>Fri 6/7</td>
<td>6-9 p.m.</td>
<td>Perrysburg</td>
<td>$150/couple</td>
</tr>
</tbody>
</table>

All culinary classes are held at Owens’ state-of-the-art Culinary Arts Center located on the Toledo-area Campus in Perrysburg Township. Please bring an apron with you and wear closed-toe shoes with a rubber sole to class.
KIDS CLASSES

HOME ECONOMICS – LIFE SKILLS FOR OUR CHILDREN
Ages 9-14
Have you ever wondered what happened to the life skills classes that schools used to teach our children? Or would you like your child to gain more confidence and be able to learn a new hobby? Join us for this 4-day “home economics” class. The first two classes, the kids will learn basic sewing and a DIY carpentry project. The last two classes will be in our state-of-the-art Culinary Arts Center, where the kids will bake a dessert on the third night to be served along with a meal they’ve prepared on the final night, which they will serve to their parents. All materials and supplies are included in the course fee.

53087 Mon – Thu 6/10 – 6/13 6 - 8:30 p.m. Perrysburg $125

NEW! YOUTH LEGO ENGINEERING CAMP
This camp is for those who love to create cool gadgets. At camp you will build bridges, program robots, make a security system for your room and much more. Take home kit and camp shirt are included.

Ages 3-6
53217 Mon – Thu 6/17 – 6/20 9 - 11 a.m. Perrysburg $149

Ages 7-10
53218 Mon – Thu 6/24 – 6/27 9 - 11 a.m. Perrysburg $149

NEW! THE HERO LAB COMIC BOOK WORKSHOP
Ages 9-15
The workshop explores the many methods of creating comic books and sequential art. Students are guided in several exploratory projects where they learn the different aspects of writing, drawing and producing a comic book. Projects include: Jam Comics, Mini Comics, Comic Strips, One Panel Gags, One Page Narratives and more. All materials and supplies are included. The workshop is conducted by graphic designer and illustrator, Imani Lateef, creator of Peepgamecomix.com and Joon Bug.

53154 Mon 6/24 6 - 9 p.m. Perrysburg $85

BECOME THE NEXT YOUTUBE STAR
Students will learn how to create, upload and market their own YouTube videos, as well as how to curate appropriate content for a successful channel that is advertiser-friendly, and observes the YouTube community standards. The first night will cover how to upload, make engaging thumbnails, abide by the community standards. The second class will be all about video production and how to create engaging content. Participants must be 13 years or older. Instructor: Nick Corbin
53136 Mon 6/17 & 6/24 5 - 7 p.m. Perrysburg $59

NEW! HOW TO BUILD AND EARN FROM AN AUDIENCE ON YOUTUBE
Students will learn how to build an audience on YouTube by filling a gap in its vast content library, how to brand their videos and channel to differentiate their content from that of others, and how to use this audience as potential income either through YouTube or other online means. This class is geared for an audience of 18 years and older. Instructor: Nick Corbin
53139 Mon 6/17 & 6/24 7:30 - 9:30 p.m. Perrysburg $59

CERAMICS CLASSES

CERAMICS - BEGINNING WHEEL THROWING
Learn the basics of how to use the potter’s wheel as a tool to make functional pots. Students will learn basic wheel throwing techniques from throwing and trimming, to glazing finished pieces. No previous clay experience needed. Participants age 14 and up are welcome in this class. Class is held in the Center for Fine & Performing Arts building. Instructor: Lindsay Scypta
53121 Mon 6/3 - 7/8 6 - 9 p.m. Perrysburg $149
53122 Mon 7/12 - 8/26 6 - 9 p.m. Perrysburg $149

CERAMICS - BEGINNING & BEYOND
Designed with the beginner in mind, but also appropriate for the more experienced; work with clay using hand building and wheel throwing techniques. Have fun creating unique handmade pots, vessels and sculptures. Class is held in the Center for Fine and Performing Arts. Instructor: Lindsay Scypta
53123 Sun 6/2 - 7/7 5 - 8 p.m. Perrysburg $149
53124 Sun 7/21 - 8/25 5 - 8 p.m. Perrysburg $149

ADVANCED CERAMICS
This class will focus on helping students define their aesthetic interest and integrating it into the creative practice. We will focus on fine-tuning your wheel throwing and hand building skills. Learn new surfacing and glazing techniques as well. All work is cone 6 oxidation fired. All supplies are included in the course fee and students typically make 10 pieces that are yours to take home. Class is held in the Center for Fine and Performing Arts. Instructor: Lindsay Scypta
53125 Tue 6/4 - 7/9 12 - 3 p.m. Perrysburg $149
53126 Tue 7/23 - 8/27 12 - 3 p.m. Perrysburg $149

REGISTER TODAY! (567) 661-7357
PALLET WOOD AND CANVAS PAINTING CLASSES
Join us for these fun, creative classes where you will be able to take home either a canvas or pallet and display in your home or to gift to someone special. Donna Ebert specializes in decorative painting and can coach anyone through the process of creating a one of a kind piece. Donna makes a focused effort to help students learn techniques that they will be able to use again and again in future paintings. All her classes are designed to instruct and instill long-term painting skills in a fun and relaxed setting. No experience necessary to attend. All materials and supplies included. Classes are held in the Center for Fine and Performing Arts. For photos of projects, please go to https://www.owens.edu/workforce_cs/continuing_ed/ and look under painting classes.

NEW! HELLO SUMMER!
Let’s welcome summer with using acrylic paints on reclaimed wood (approximately 16 x 20 inches) to create a mason jar with summer flowers and butterflies to brighten up your home. This fun workshop is for the beginner or intermediate painter. You will learn how to: use different types of paint brushes; paint impressionistic style; paint the illusion of glass and transfer lettering for painting calligraphy. All materials will be provided along with step-by-step instructions.
53097 Wed 5/29 6 - 9 p.m. Perrysburg $60

NEW! AMERICA
Design a waving American flag using acrylic paints on reclaimed wood (approximately 7 x 20 inches) that can be placed outside for the upcoming holiday. This fun workshop is for the beginner painter. You will learn how to: use a dark background (toned surface) to create shadow effects; transfer lettering for painting calligraphy. All materials will be provided along with step-by-step instructions.
53098 Wed 6/19 6 - 9 p.m. Perrysburg $55

NEW! WHEN PIGS FLY
Join us for this fun workshop where you will create a cute pigs face with wings using acrylic paint on reclaimed wood (approximately 16 x 20 inches). You will learn how to: apply paint using a dry brush technique; use underpainting for shadows and effect; paint an eye; create folds and shadows; transfer lettering for painting calligraphy. This fun workshop is for the beginner or intermediate painter. All materials will be provided along with step-by-step instructions.
53099 Wed 7/31 6 - 9 p.m. Perrysburg $60

NEW! HOME FOR ALL SEASONS
Create a showpiece that covers all seasons with 4 interchangeable pieces so that you can display it all year long! You will use acrylic paints on reclaimed wood (approximately 10 x 24 inches). This fun workshop is for the beginner or intermediate painter. All materials will be provided along with step-by-step instructions.
53100 Wed 8/28 6 - 9 p.m. Perrysburg $65

HOW TO USE YOUR CRICUT
Do you have a Cricut that you have no idea how to operate? Join us for this introductory 2-hour session on the basics of your Cricut. You will learn to set up and connect your machine, as well as how write with pens, and how to change tools. Please be sure to bring with you to class the following: laptop, Cricut machine, Cricut mat, and 12 x 12 card stock. Participants will need to download Design Space to your laptop and sync your machine with your laptop prior to attending class. Class size is limited, so register early. Instructor: Denise Goff
53065 Mon 6/3 6 - 8 p.m. Perrysburg $24

YOU AND YOUR CRICUT MACHINE - BEGINNING DESIGN SPACE
Now that you’ve had time to get familiar with the Cricut machine, let’s dive into Design Space. In this class, you will learn how to insert images, add test, add shapes, and group and ungroup. Participants will need to download Design Space to your laptop prior to attending class. Class size is limited, so register early. Instructor: Denise Goff
53066 Mon 6/17 6 - 8 p.m. Perrysburg $24

YOU AND YOUR CRICUT MACHINE - ADVANCED DESIGN SPACE
Join us for this advanced Cricut class to fully take advantage of everything Cricut can do. You will learn to attach, weld, slice, flatten and upload files. You will be a pro by the time you are done! Participants will need to download Design Space to your laptop prior to attending class. Class size is limited, so register early. Instructor: Denise Goff
53067 Mon 7/15 6 - 8 p.m. Perrysburg $24
SAND CAST LEAF BIRDBATH
Join us for a hands-on workshop where you’ll use cement, sand, fresh leaves, and paint to create your own outdoor garden birdbath. At the first class, you will create your birdbath using a large leaf. In between classes, we will get your birdbath ready for you to paint and seal on day two. You may bring your own large leaf on the first night. If not, one will be supplied. All supplies and materials are included. This workshop is perfect for you if you enjoy being creative and don’t mind getting a bit messy! Instructor: Alison Mowery
53216 Mon 8/5 & 8/12 6 – 9 p.m. Perrysburg $84

SO, YOU WANT TO ADD A DOG TO YOUR FAMILY?
So many questions, you don’t know where to start? We will take a survey to match the best dog breed to your lifestyle, go over the pros and cons of adopting instead of buying. We will also go over all your questions, such as shelters, rescues, pet stores, classified ads...Which to trust most? Are you sure you want a puppy? Where can you adopt the dog of your choice? What if you have young children or other pets in the home? Why positive reinforcement obedience training? To spay/neuter, or not to spay/neuter, that is the question. Other questions? Come get answers and resources for you to find the perfect canine for your home!
53128 Sat 6/22 9 – 11 a.m. Perrysburg $19
DIY HOME REPAIRS FOR WOMEN
Would you like to freshen up the look of your house? Are you just plain tired of waiting around for someone else to tackle that “honey do” list? Don’t wait any longer! Join us for this fun, hands-on class in basic home repairs and gain the confidence you need to get started with renovations. Topics covered:
• How to change out light fixtures, electrical outlets, light switches, and ceiling fans
• How to fix a leaking toilet
• How to repair drywall
• How to replace corroded plumbing under the sink with PVC or change out a faucet
• How to lay ceramic tile – whether flooring or backsplash
• How to replace baseboard trim or molding trim around doorways

53063  Mon  6/17 & 6/24  6 - 9 p.m.  Perrysburg  $89
53064  Wed  8/7 & 8/14  6 - 9 p.m.  Perrysburg  $89

BASIC CAR CARE
Our basic car care class is designed to give you the confidence to perform light automotive maintenance on your vehicle and teach you the language needed to communicate and understand the technical jargon. Other topics covered include: how to jumpstart a car, how to check fluids and add if necessary, basic understanding of how the engine works, how to check belts and fuses, how to replace wiper blades, how to change a tire, as well as, how to identify when it’s time to replace your tires and brakes. This class is welcome to participants age 15 and up.

53135  Thu  6/20  6 - 9 p.m.  Perrysburg  $34

NEW! THE BASICS OF GENEALOGY RESEARCH
If you are a fan of the popular reality shows “Who Do You Think You Are” or “Finding Your Roots” and you’ve wondered about your own family’s roots, then this is the class to get you started on your research journey. If you have already started looking at records online and found someone who may be related but you don’t know how to verify it, don’t hesitate to take your research beyond the computer by developing additional research knowledge and skills. Even expert genealogists and professionals often go back to basics when learning about new material, resources and techniques.

53222  Wed  6/12 & 6/19  6 - 9 p.m.  Perrysburg  $69

HONEYBEE KEEPING 101
Learn about keeping and managing honeybees in your backyard or farm. We’ll cover the basics and answer questions for new and existing Beekeepers alike, as well as connect you to local and state resources for continued beekeeping success and support going forward.
Instructor: Mike Horst, Honeybee Inspector

53164  Mon  6/3 & 6/10  6 - 9 p.m.  Perrysburg  $49

HONEYBEE KEEPING – INTERMEDIATE
Anchored in beekeeping basics, we’ll journey deeper into beekeeping with topics like apiary sustainability, bee breeding (Queen Rearing), organic practices discussion, and honey marketing to name a few. As always, we’ll answer your apiary questions and help connect you to local and state beekeeping resources and support going forward. Instructor: Mike Horst, Honeybee Inspector

53165  Mon  8/5 & 8/12  6 - 9 p.m.  Perrysburg  $49

REGISTER TODAY!  www.owensworks.com
PRACTICAL PERMACULTURE
Permaculture is next level organic! It is a holistic approach to gardening, farming, landscaping, building and living that emphasizes common sense and self-sustainment. It is an attempt to integrate several disciplines including: biology, ecology, geography, agriculture, architecture, and appropriate technology, into the ways we farm, garden, raise animals, build structures, preserve food, and produce and use energy. This is a class for all ages and backgrounds and is broken down into 2 separate courses. Instructor: Brad Miller, an Internationally Certified Permaculture Designer

MODULE 1
• History of Permaculture - how ancient agriculture was in many ways more advanced than today
• Biochar - what is it and how to use it
• The Genius Farmer
• Hugelkultur - multi-purpose growing mounds
• Animals that will work for you
• Edible Landscaping - how to turn your yard into a money making operation
• Toxic ingredients in your food
• Heal yourself with plants
• Free food and medicine from what most people call weeds
• Multi-purpose plants - mushrooms, bamboo and willows
• Weeds - guardians of the soil
• How to use nature to your advantage - bugs, birds, trees and toads

53140 Wed 5/15 – 6/19 6 – 9 p.m. Perrysburg $85

MODULE 2
• Growing citrus in the snow
• A garden that you don’t have to till, water, fertilize and barely weed
• Purify your water and air both inside and outside your home with plants
• How to increase profits in your farm, garden or orchard operation.
• Backyard aquaculture - raise fish and vegetable in less and 100 sq. feet
• The easiest ways to preserve your harvest
• John Lorenzen - how to operate a modern farm off the energy grid
• Efficient building design - house, barn, shed, etc.
• Rocket Stoves - super efficient wood burners
• Growing citrus in the snow

53141 Wed 7/17 – 8/21 6 – 9 p.m. Perrysburg $125

EVENT DESIGN
Have you ever wondered what it takes to design and pull-off a memorable event? This course will help you give your event the WOW factor! Bring your event to life with this interactive course. Move beyond event planning and enter the world of event design? Discover the difference between the two. Learn how to create stunning events that your guests will be sure to remember. Discover how the 5 W’s impact your design. Explore color palettes, themes, design trends and lighting to create, update or transform your event spaces on any budget. Whether you are planning a conference, family reunion, a wedding, an off-site meeting, a birthday party or a private dinner, this course will give you the necessary information and insight into what you need to know to pull off a successful event. Maybe you are looking to step into a new role or make a career change. If so, this course will help you identify key qualities you need to become a successful event designer. Students will have the opportunity to gain hands-on experience at an actual live event for the final class. Sharpen your creative skills, relax and just have fun. Each participant will receive an event starter kit. Instructor: Marcia K. Culp

53088 Wed 6/12 – 6/26 6 – 9 p.m. Perrysburg $85

POETRY WRITING
Do you write your own POETRY? Have you read poetry and thought I could write that, but haven’t? Join our POETS in WRITING group to examine the many ways poets structure and advance their thoughts - with the goal of creating and sharing your creations in class. Considerable focus will be given to contemporary poets’ ways of structuring their thoughts as springboards to our own poems. The essential goals of the class: develop and examine one’s own style, share ideas compassionately with other developing poets, and assemble a future chapbook. And, be open to the thought of publishing at least one of your creations in a contest. Instructor: Darlene Blakely

53115 Wed 7/17 – 8/7 6 – 8 p.m. Perrysburg $79

THE MYSTERY SHOPPER
How would you like to go shopping, eat at area restaurants or go to the movies for FREE & get paid to do it? In this introduction course you will learn what it means to be a Mystery Shopper. You will learn about mystery shopping, history of it, and how to find companies to work for that do mystery shopping. Along with questions and answering time, you will walk through the steps, to actually sign up with five (5) companies to work for by the end of the course. Students should have basic knowledge of the Internet. Prior to the class, students need to create an email account that is set up just for Mystery Shopping and a PayPal account. Instructor: Renee Dallas, MSPA Gold certified Mystery Shopper

53127 Mon 6/3 & 6/10 5 – 8 p.m. Perrysburg $89

Please register five business days prior to the class start date to ensure your seat and that the class runs. Minimum class enrollment must be met three business days prior to the class start date or the class will be canceled.
GET PAID TO TALK: MAKING MONEY WITH YOUR VOICE
Have you been told that you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Learn what the pros look for, how to prepare, and where to find work in your area! We'll discuss industry pros and cons and play samples from working voice professionals. In addition, you'll have an opportunity to record a short professional script under the direction of our teacher. This class is lots of fun, realistic, and a great first step for anyone interested in the voice over field. For more info, please visit http://www.voicecoaches.com/gptt
53071 Wed 8/14 6:30 - 9 p.m. Perrysburg $29

THE IN'S AND OUT'S TO EBAY AND ONLINE SELLING – INTRODUCTION
Looking for some creative and fun ways to bring in extra income? You have income potential you probably haven't even thought about sitting around your house! Learn to sell on eBay, Etsy, Amazon, Letgo, Mercari, Poshmark and so much more! Beginners are welcome in this class and will be taught the basics. Bring an item to research and list, if time allows. This class is taught hands-on in a computer lab. Students need to have an eBay account prior to attending class. Instructor: Rebecca Vassar
53072 Mon 8/5 6:30 - 9:30 p.m. Perrysburg $49

Please register five business days prior to the class start date to ensure your seat and that the class runs. Minimum class enrollment must be met three business days prior to the class start date or the class will be canceled.

THE IN'S AND OUT'S TO EBAY AND ONLINE SELLING – ADVANCED
This two-day class is for those that want to move beyond the basics and establish a solid selling platform online. We will offer advanced strategies in eBay, Amazon and other online selling sites that will help you improve your sales, profits and search engine rankings. Bringing items to list, and your own laptop or smart device is optional. This class will be held in a computer lab. Instructor: Rebecca Vassar
53073 Mon 8/12 & 8/19 6:30 - 8:30 p.m. Perrysburg $59

GHOST HUNTING 101
This course is designed to give you a deeper insight into the world of paranormal investigation. Essential characteristics of a paranormal investigation require a cautious approach backed up with scientific methodology. Learn best practices for ghost hunting, investigating, reviewing evidence and presenting evidence to your client. Learn from veteran paranormal investigator Harold St. John, founder of Toledo Ohio Ghost Hunters Society. We will study the different types of hauntings, a typical case study of a “Haunting”, the essential investigating equipment, the investigation process and how to deal with the aftermath of an investigation. Students will learn by hands-on use of equipment, proper investigation documentation and safety protocols. The class will end with a field trip to hone the skills you have learned.
53068 Thu 6/6-6/27 6 - 8 p.m. Perrysburg $89

GHOST HUNTING 102
This course is an extended version of Ghost Hunting 101. While it is advised that Ghost hunting 101 be taken as a prerequisite, it is not necessary. This class will expand on topics of paranormal investigations covered in the first class. It will also cover a variety of topics of interest to more experienced investigators, as well as, exploring actual techniques for using equipment in ghost hunting, types of hauntings, case scenarios, identifying the more obscure spirits and how to deal with them along with advanced self-protection. Learn from veteran paranormal investigator, Harold St. John, founder of the Toledo Ohio Ghost Hunters Society. If you have taken Ghost Hunting 101 and have had an investigation, you might want to bring your documented evidence such as pictures, EVP’s or video to share with your classmates. There will be three classes of lecture and discussions with the last session being a field trip to hone the skills you have learned.
53069 Thu 8/1-8/22 6 - 8 p.m. Perrysburg $89

Please register five business days prior to the class start date to ensure your seat and that the class runs. Minimum class enrollment must be met three business days prior to the class start date or the class will be canceled.
FACEBOOK FOR BUSINESS

Use social media to strengthen your small business. Facebook is a powerful tool for the small business operator – and it is even pretty easy to make it happen. Our Facebook for Business workshops will help your business begin to benefit from social media in a jiffy.

HOW TO CREATE A BUSINESS PAGE

Understand how Facebook can help your small business. View great examples of Facebook Business pages and explore Facebook’s amazing resources for businesses. Develop a quick strategy for using Facebook for Business by completing a simple checklist. Then, create your own business Facebook page from scratch. We will walk you through each step and help you through questions and decisions. Start loading your page with content and make it look and feel the way you want, using free tools built into your personal computer.

53166 Thu 5/30 6 - 8 p.m. Perrysburg $29

HOW TO MANAGE A BUSINESS PAGE

Learn what attracts potential customers to your Facebook Business page and how you can leverage your regular website with Facebook. Use powerful free tools within Facebook to locate your audience based on your key customer characteristics – location, gender, age, interests, etc. Create engaging posts based on what you know about your potential audience and consider boosting the messages with paid advertisements. Teach your Facebook audience to take action that benefits your business. Use appropriate posts on other Facebook pages to attract visitors to your page. Watch your page pick up steam using Facebook’s Insights audience data feature – then do more of what works!

53167 Thu 6/6 6 - 8 p.m. Perrysburg $29

CREATE PROMOTIONS FROM YOUR BUSINESS’S FACEBOOK PAGE

Creating ads directly from your page is one of the fastest and easiest ways to reach people on Facebook and Instagram who matter most to your business. But knowing which ad type to choose can be difficult, so we want to help you navigate your options. In this class, we will go over types of ads you can run, where you can create them, best practices, performance tracking, ad optimization and more. Pre-Requisite: Familiar with navigating on FB and a current FB Business Page.

53168 Thu 6/13 6 - 8 p.m. Perrysburg $29

INCREASING MEMORY CAPACITY

Yes, you can improve your memory! At any age, it is possible to tap into your natural power to reshape your brain and cognitive abilities! If you want to learn some tips and tricks on ways to master what many struggle with daily, this course will provide your brains muscles with a work out! Instructors: Jewell & Kellie Jones

53223 Mon 6/24 6 - 9 p.m. Perrysburg $49

CREATIVE WRITING

Do you have a story to tell? This course focuses on the basic elements of creative fiction and non-fiction including characterization, narration, dialogue, and plot. Students will produce a short story and have the opportunity to enter their work in a competition for publication as well as learn more about becoming published. Instructor: Beth Richards

53224 Thu 6/27 6 - 8:30 p.m. Perrysburg $29

BLOGGING MADE EASY

Have you ever wanted to start a blog? This class will guide you through the blogging process including where to start, effective techniques, and integrating your blog with social media. Students will create a live blog during the class. Instructor: Beth Richards

53225 Thu 6/13 6 - 8:30 p.m. Perrysburg $29

GRANT WRITING ESSENTIALS

Become competitive and gain the knowledge needed to secure grant funding for your organization or business. Learn the fundamentals of writing a grant, searching for funding organizations and using online resources. Class is taught hands-on in a computer lab.

53142 Fri 6/7 9 a.m. – 4 p.m. Perrysburg $109

PERSONAL change MANAGEMENT

Is there a particular area of your life where you feel stuck? Is there a situation you are yearning to change? Maybe you desire to change careers, lose weight, or deal with debt. In this course, you will learn to create an achievable plan for change, using a basic change management process. You will acquire a system you can use to adapt clear steps for changing almost any area of your life.

53129 Mon 6/10 6:30 - 8:30 p.m. Perrysburg $24

Looking for a class that’s not listed? Let us know!

Call us at (567) 661-7357 or email wcs@owens.edu
IDENTITY THEFT, IDENTITY FRAUD AND CREDIT CARD FRAUD
Presents an overview to identify ways an individual can become a victim of identity theft, identity fraud, or credit card fraud. Attendees will gain a basic understanding of how to protect against this type of crime, and learn valuable information about what to do if you become a victim.

53130 Wed 6/19 6 - 9 p.m. Perrysburg $39

WILLS AND PROBATE: JUST THE FACTS
Do you have a plan for your kids in case something happens to you? Do you know the important steps to take when a loved one is ill or passes away? Is there anything you can do now to make things easier if that happens?
This basic course covers the concepts about wills and probate that everyone needs to know for the times when it really matters.

53131 Tue 6/4 6 - 8:30 p.m. Perrysburg $34

ADVANCED ESTATE AND MEDICAID PLANNING
This course surveys advanced topics and issues related to estate planning, special needs planning, probate avoidance, long-term care, Medicaid planning and asset preservation. If you are caring for someone with ongoing health issues, are worried about losing your savings to the cost of long-term care or just simply want to know if there are ways to protect your nest egg, please join us! This course will teach you about topics and issues to be aware of so you can customize a plan that is best for your family and you!

53133 Tue 6/18 6 - 8:30 p.m. Perrysburg $34

STARTING YOUR OWN SMALL BUSINESS
Dream of starting your own business but don’t know where to start? This course will guide you step-by-step through the major topics you need to know. We will work through writing a business plan, choosing and forming an entity, acquiring capital, determining your need for licensing or insurance, securing a place of business and finally attracting clients without breaking the bank.

53136 Thu 6/6 & 6/13 6 - 8:30 p.m. Perrysburg $65
PHOTOGRAPHY WITH DSLR CAMERAS
Do you own a DSLR that you would like to take off of “auto-mode” or would you simply like to learn to take better and more creative photos? Does your manual create more questions than answers? Join our fun and informative hands-on class, where you will learn everything you need to begin mastering the different camera modes and techniques available to the aspiring photographer. Instructor: Grayling Lathrop
53160 Wed 5/1 & 5/8 5:30 – 9:30 p.m. Perrysburg $109

PHOTOGRAPHY MODULES

PORTRAIT PHOTOGRAPHY (SUBJECT/BABY/FAMILY/PET PORTRAITURE)
In this hands-on class, you will examine various lighting and positioning techniques to ensure you are enhancing your subject’s best features while diminishing any unflattering ones. You will learn how to position key light, fill light and background light, along with getting the right ratios for the effect you desire. You will also learn other specialized lighting techniques using softboxes, grids, barn doors, cookies, gobos and reflectors. And, to save money, you’ll even learn how to make most of these items DIY! Instructor: Grayling Lathrop
53161 Wed 5/15 5:30 – 9:30 p.m. Perrysburg $49

SPORTS PHOTOGRAPHY/ ACTION SHOT/ HIGH-SPEED PHOTOGRAPHY
If you would like to learn how to shoot sports like a pro, then this is the class for you! Whether you’re shooting your kids’ events or photographing a professional venue, the same principles apply. So join us to learn the correct camera settings it takes to stop action and get tack sharp focus, the proper techniques for composing your shots to tell the story within the game, and how to choose the right gear to capture your subject in the heart of the action. Instructor: Grayling Lathrop
53162 Wed 5/22 5:30 – 9:30 p.m. Perrysburg $49

FLASH PHOTOGRAPHY
Learn how a “hot-shoe” flash can be the single best accessory for your digital camera. You will learn how to use your flash as a fill and as a bounce light. We will examine the effects of fast and slow shutter speeds with a flash and how to balance this with your flash settings to match your ambient background light to get the effect you desire. You will learn how and when to use a “rear” or “2nd” curtain flash, high-speed sync flash, and manual flash settings to get the perfect shot; and those shots which would not be possible without flash photography. Instructor: Grayling Lathrop
53163 Wed 5/29 5:30 – 9:30 p.m. Perrysburg $49

Did you know?
Owens provides a full-spectrum of photography education, from darkroom to digital, from fine art to commercial, with an emphasis on contemporary visual literacy. To learn more about the Commercial Photography Program, visit us at www.owens.edu/fpa.
PHARMACY TECHNICIAN COMPREHENSIVE PROGRAM – with a Clinical Externship!
This comprehensive 50-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands-on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, IV flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. In addition to classroom lecture and labs, this program includes an optional 80-hour clinical externship through a local pharmacy. To be eligible for the 80-hour clinical externship, students must successfully complete the 50-hour program, submit to a thorough background check, drug screening and meet other requirements. The fee for the Certified Pharmacy Technician Certification Exam (CPHT) is $129, which is an additional cost. It is not required to participate in the externship to take the CPHT exam. Book included in course fee.

53046 Tue/Thu 6/18 – 8/8 6 – 9:30 p.m. Perrysburg $1,299
(No class 7/4)

PHLEBOTOMY TECHNICIAN – with a Clinical Externship*
This 90-hour program prepares professionals to collect blood specimens from clients for laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipuncture completely and safely. Classroom and lab work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. Books included in course fee. Students who complete the Phlebotomy program will have the opportunity to pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam. The cost of this exam is $117 and is a separate cost, which is not included in the student tuition amount.

53047 Tue/Thu 6/11 – 8/15 6 – 9:30 p.m. Perrysburg $1,899
(No class 7/4)
Sat 6/15, 6/29, 7/20, 8/3 9 a.m. – 3 p.m.

*Clinical Externship Available
The 90-hour Phlebotomy program through Owens Community College includes an optional 100-hour clinical externship rotation. To be eligible for the externship, students must successfully complete the 90-hour program, submit to a thorough background check, drug screen and meet other requirements. Students must be available to work Monday through Friday, 8 hours per day (early AM hours), for 2.5 weeks to complete the 100-hour clinical. Externships are NOT mandatory to take the NHA exam. Enrollment in the externship is limited.

Please register five business days prior to the class start date to ensure your seat and that the class runs. Minimum class enrollment must be met three business days prior to the class start date or the class will be canceled.
CONTINUING EDUCATION FOR DENTAL HYGIENISTS/ASSISTANTS

NITROUS OXIDE ADMINISTRATION/MONITORING
This course meets the new regulations for administration of Nitrous Oxide for the Dental Hygienist in accordance with rule 4715-9-01.2 in the Ohio Administrative Code and provides training for Dental Assistants to monitor minimal sedation. The course is the equivalent of a six-hour course which includes a two-hour online didactic course plus another two hours of didactic instruction (four-hour didactic total) and two hours of clinical experience. For course requirements and additional information, visit www.OwensWorks.com. Look for dates in our fall brochure.

DON'T loose your seat in class.
Register early!

LOCAL ANESTHESIA FOR DENTAL HYGIENISTS
Proper anesthesia knowledge, skills and techniques are critical to today’s dental hygienists. This state-approved course combines online study and hands-on training at Owens’ Dental Hygiene Clinic to help you build those skills. Participants will be prepared to take the Commission on Dental Competency Assessment Local Anesthesia written exam for Dental Hygienists (formerly known as NERB) to complete requirements to practice in Ohio. This course has been approved by the Ohio State Dental Board and follows the guidelines in the Revised Code 4715.231 and the Ohio Administrative Code 4715-9-01(D). Please visit www.OwensWorks.com for a complete course description, prerequisite requirements. Twelve hours of online course work must be completed prior to the first class. Look for dates in our fall brochure.

MEDICAL EMERGENCIES FOR THE DENTAL PROFESSIONAL
This course helps dental hygienists, certified dental assistants (CDAs), and expanded function dental auxiliaries (EFDAs) recognize the symptoms, first aid treatment and possible outcomes for patients who exhibit a variety of emergencies in the dental office, including cardiovascular disease, insulin reactions and epileptic seizures. This course has been approved by the Ohio State Dental Board and follows the guidelines in the Revised Code 4715.231 and the Ohio Administrative Code 4715-9-01 (D). Instructor: Debra Manore 53132 Sat 8/3 8:30 a.m. - 12:30 p.m. Perrysburg $109
CPR

CPR FOR HEALTHCARE PROVIDERS (BLS)
The AHA Basic Life Support for Healthcare Provider course is designed to meet the requirements of a wide variety of healthcare professionals, day care providers and others requiring CPR training. This course covers adult, child and infant age groups. Upon the completion of this classroom and “hands-on” course, the participant will demonstrate the ability to recognize several life-threatening emergencies, provide high quality CPR, properly use an Automated External Defibrillator and relieve choking. AHA requires each class participant to have a copy of the Provider Manual during the completion of this course. This book is included in the course fee and will be provided at the beginning of the class or upon request after paid registration.

CPR FOR HEALTHCARE PROVIDERS (BLS RENEWAL)
The AHA Basic Life Support for Healthcare Provider Course (Renewal) is a streamlined course for current Healthcare Providers in need of their 2-year certification renewal. The student must supply a copy of their current, non-expired certification card to the instructor for admission to the class. AHA requires each class participant to have a copy of the 2015 Provider Manual prior to taking this course. This book is not included in the course fee and students must present a copy of this book to the instructor for admission to this class.

AMERICAN HEART ASSOCIATION BLS INSTRUCTOR ESSENTIALS CLASSROOM
The BLS Instructor Essentials course is the classroom/hands-on component of the AHA BLS Instructor Certification course. This intensive 8-hour course will teach the participant how to effectively teach a BLS Provider course, while improving their own proficiency in providing CPR. This course is for current BLS Providers. Participants MUST provide documentation of prior completion of the AHA Instructor Essentials Course (not included in price), as well as a current copy of their BLS Provider Card. The student will be provided, as part of the course fee, an Instructor Packet which includes an Instructor Manual and DVD set required to teach an AHA BLS CPR class. (A $120 value). Participants will be affiliated with Owens Community College as their AHA Training Center and will learn the policies and procedures required. Participants will also be given the opportunity to instruct future OCC CPR courses as an adjunct. Please contact Kirk Wolfe at (567) 661-2411 or kirk_wolfe@owens.edu for more details.
E-Learning available for CPR for Healthcare Providers (Heartcode, BLS), HeartSaver First Aid, CPR, AED and HeartSaver First Aid (without CPR)

E-Learning courses cover the cognitive portion of the course (online Part 1) in a convenient self-paced format and offer a written exam, conducted online through the American Heart Association’s website. Upon completion of Part 1, students must pass the Skills Practice (part 2) and Testing (part 3) with our certified American Heart Association Instructor. Part 1, you will access and pay for the course through the following AHA website:  https://onlineaha.org/

HEARTCODE BLS BLENDED LEARNING ONLINE, PART I
Students will learn single-rescuer and team basic life support for adults, children and infants through five interactive exercises, scenarios and a written test. Navigation controls allow students to move easily through content as they learn how to recognize life-threatening emergencies, provide high-quality chest compressions, deliver appropriate ventilation and provide early use of an AED. Course also teaches relief of choking.

This self-paced course is accessible anytime from any computer. Students can access the BLS for Healthcare Providers Student Manual, BLS Pocket Reference Card and more for 24 months. This course may be used for initial or renewal BLS for Healthcare Providers Course completion.

HEARTSAVER CPR/AED/FIRST AID ONLINE, PART I
Heartsaver CPR AED Online is a self-directed course that uses interactive lessons and videos to teach you CPR, AED and choking knowledge. This program is for anyone with limited or no medical training who needs an AHA course completion card.

HEARTSAVER FIRST AID ONLINE, PART I
Heartsaver First Aid Online is a self-directed course that uses interactive lessons and videos to teach you comprehensive first aid knowledge. This program is for anyone with limited or no medical training who needs an AHA course completion card.

PART 2 & 3 SKILLS PRACTICE/TESTING SESSIONS
All Skills Testing held on the Toledo-area Campus in Perrysburg Township, Fire Science/Law Enforcement building. Part 1 must be completed 2 days prior to attend a Skills/Test date. Call (567) 661-2411 to register.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8</td>
<td>4 p.m.</td>
<td>$50</td>
</tr>
<tr>
<td>5/8</td>
<td>4 p.m.</td>
<td>$30</td>
</tr>
<tr>
<td>5/29</td>
<td>4 p.m.</td>
<td>$50</td>
</tr>
<tr>
<td>5/29</td>
<td>4 p.m.</td>
<td>$30</td>
</tr>
<tr>
<td>6/19</td>
<td>4 p.m.</td>
<td>$50</td>
</tr>
<tr>
<td>6/19</td>
<td>4 p.m.</td>
<td>$30</td>
</tr>
<tr>
<td>7/10</td>
<td>4 p.m.</td>
<td>$50</td>
</tr>
<tr>
<td>7/10</td>
<td>4 p.m.</td>
<td>$30</td>
</tr>
<tr>
<td>7/31</td>
<td>4 p.m.</td>
<td>$50</td>
</tr>
<tr>
<td>7/31</td>
<td>4 p.m.</td>
<td>$30</td>
</tr>
<tr>
<td>8/21</td>
<td>4 p.m.</td>
<td>$50</td>
</tr>
<tr>
<td>8/21</td>
<td>4 p.m.</td>
<td>$30</td>
</tr>
</tbody>
</table>

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.
MICROSOFT EXCEL PIVOT TABLES & PIVOT CHARTS
This 4-hour class provides instruction on utilizing the pivot table tools to analyze and design features in Microsoft Excel. Learn all the features these two ribbons provide, understanding the ins and outs of a pivot table, and how to create pivot charts out of your pivot tables. Must have basic knowledge in Microsoft Excel to attend this class.

53143 Fri 5/31 8 a.m. - 12 p.m. Findlay $54
53144 Fri 6/21 8 a.m. - 12 p.m. Perysburg $54
53145 Mon 8/5 8 a.m. - 12 p.m. Findlay $54

MICROSOFT EXCEL CHARTS
In this 3-hour class you will learn how to create dynamic charts to spruce up your reports or snapshot switchboards by diving into the advanced features of chart making. Learn how to create charts that tell a story behind your data! Must have basic knowledge in Microsoft Excel to attend this class.

53146 Fri 5/31 1 p.m. - 4 p.m. Findlay $49
53147 Fri 6/21 1 p.m. - 4 p.m. Perysburg $49
53148 Mon 8/5 1 p.m. - 4 p.m. Findlay $49

MICROSOFT OFFICE

MICROSOFT ACCESS (DATABASES)*
Level 1
Understand how relational databases can be used and the basic terminology. Explore the creation of a basic relational database by creating tables, editing records, and learning data entry best practices. Perform a basic query in a database and begin working with forms and reports.

Level 2
Learn practices to keep your database information clean. Make connections between tables in a database and create more complex queries. Create advanced forms with features like unbound controls, calculated values, and combo boxes. Learn to customize reports for projects such as making calculations and printing labels, creating charts and working with pivot tables.

MICROSOFT EXCEL (SPREADSHEETS)*
Level 1
Learn getting around in Excel, creating worksheets, entering data, formulas, functions, moving & copying, and reference types. Learn how to format, manipulate data and worksheets. Create charts, templates, and other outputs, along with workbook settings.

Level 2
Learn how to manage worksheets/workbooks, using names in formulas and creating & manipulating tables with sorting, filters, validations, consolidations, and subtotals. Creating/ formatting pivot tables and pivot charts will be covered. Learn presentation features, advanced charts and collaboration tools.

Level 3
Learn decision-making functions, lookups and reference functions, advanced formulas, date/time, and other special functions such as importing/exporting, what-if analysis, the Analysis Toolpak, running macros and creating forms.

MICROSOFT POWERPOINT (PRESENTATIONS)*
Level 1
Learn PowerPoint environment, creating a presentation, modifying slide content, formatting, working with slide masters and layouts. Creating and formatting shapes, images, and hyperlinks will be covered. You will also work with charts, tables, slide transitions, and printing options.

Level 2
Learn advanced formatting, SmartArt, animating slide content, inserting/formatting media, tracking changes, working with notes pages, configuring, rehearsing, presenting slide shows, and protecting & sharing your presentation.

MICROSOFT WORD (WORD PROCESSING)*
Level 1
Learn to get around, creating documents, document views, formatting, quick styles, and making lists. Setup a document; using page layout, tabs, headers/footers, and templates. Insert, format and layout pictures, along with creating and formatting tables.

Level 2
Learn how to manipulate shapes, WordArt, and SmartArt. Manage larger documents by learning how to navigate, edit, use master documents, customize themes, use section breaks, and page backgrounds. Create reference notes, table of contents and hyperlinks. Learn how to send, share, comment on and protect your documents.

Level 3
This class provides advanced document formatting; using tables/charts, templates, tracking/reviewing changes, internal references, indexing, and citing external sources. Learn how to create mailing lists, merges, envelopes and labels. Create and run macros, along with creating and protecting forms.

*To make your experience the best it can be, it’s recommended that you have basic computer knowledge that includes mouse and keyboard experience and basic Windows navigation.
**Toledo-area Campus** (Perrysburg)  
9 a.m. – 4 p.m.  
Cost $115 (book is included)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>53170</td>
<td>Access Level 1</td>
<td>Mon</td>
<td>6/3</td>
</tr>
<tr>
<td>53171</td>
<td>Access Level 1</td>
<td>Fri</td>
<td>7/19</td>
</tr>
<tr>
<td>53172</td>
<td>Access Level 2</td>
<td>Mon</td>
<td>6/24</td>
</tr>
<tr>
<td>53173</td>
<td>Access Level 2</td>
<td>Fri</td>
<td>8/2</td>
</tr>
<tr>
<td>53174</td>
<td>Excel Level 1</td>
<td>Wed</td>
<td>5/29</td>
</tr>
<tr>
<td>53175</td>
<td>Excel Level 1</td>
<td>Thu</td>
<td>7/11</td>
</tr>
<tr>
<td>53176</td>
<td>Excel Level 2</td>
<td>Wed</td>
<td>6/12</td>
</tr>
<tr>
<td>53177</td>
<td>Excel Level 2</td>
<td>Thu</td>
<td>7/25</td>
</tr>
<tr>
<td>53178</td>
<td>Excel Level 3</td>
<td>Wed</td>
<td>6/26</td>
</tr>
<tr>
<td>53179</td>
<td>Excel Level 3</td>
<td>Thu</td>
<td>8/8</td>
</tr>
<tr>
<td>53180</td>
<td>PowerPoint Level 1</td>
<td>Tue</td>
<td>7/9</td>
</tr>
<tr>
<td>53181</td>
<td>PowerPoint Level 2</td>
<td>Tue</td>
<td>7/16</td>
</tr>
<tr>
<td>53182</td>
<td>Word Level 1</td>
<td>Thu</td>
<td>5/23</td>
</tr>
<tr>
<td>53183</td>
<td>Word Level 1</td>
<td>Mon</td>
<td>7/22</td>
</tr>
<tr>
<td>53184</td>
<td>Word Level 2</td>
<td>Thu</td>
<td>6/5</td>
</tr>
<tr>
<td>53185</td>
<td>Word Level 2</td>
<td>Mon</td>
<td>8/5</td>
</tr>
<tr>
<td>53186</td>
<td>Word Level 3</td>
<td>Mon</td>
<td>8/19</td>
</tr>
</tbody>
</table>

**Findlay-area Campus**  
9 a.m. – 4 p.m.  
Cost $115 (book is included)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>53187</td>
<td>Access Level 1</td>
<td>Tue</td>
<td>6/11</td>
</tr>
<tr>
<td>53188</td>
<td>Access Level 1</td>
<td>Mon</td>
<td>7/29</td>
</tr>
<tr>
<td>53189</td>
<td>Access Level 2</td>
<td>Tue</td>
<td>6/25</td>
</tr>
<tr>
<td>53190</td>
<td>Access Level 2</td>
<td>Mon</td>
<td>8/12</td>
</tr>
<tr>
<td>53191</td>
<td>Excel Level 1</td>
<td>Tue</td>
<td>5/21</td>
</tr>
<tr>
<td>53192</td>
<td>Excel Level 1</td>
<td>Wed</td>
<td>7/10</td>
</tr>
<tr>
<td>53193</td>
<td>Excel Level 2</td>
<td>Tue</td>
<td>6/4</td>
</tr>
<tr>
<td>53194</td>
<td>Excel Level 2</td>
<td>Wed</td>
<td>7/24</td>
</tr>
<tr>
<td>53195</td>
<td>Excel Level 3</td>
<td>Tue</td>
<td>6/18</td>
</tr>
<tr>
<td>53196</td>
<td>Excel Level 3</td>
<td>Wed</td>
<td>8/7</td>
</tr>
<tr>
<td>53197</td>
<td>PowerPoint Level 1</td>
<td>Thu</td>
<td>6/13</td>
</tr>
<tr>
<td>53198</td>
<td>PowerPoint Level 2</td>
<td>Thu</td>
<td>6/20</td>
</tr>
<tr>
<td>53199</td>
<td>Word Level 1</td>
<td>Wed</td>
<td>5/29</td>
</tr>
<tr>
<td>53200</td>
<td>Word Level 1</td>
<td>Tue</td>
<td>7/23</td>
</tr>
<tr>
<td>53201</td>
<td>Word Level 2</td>
<td>Wed</td>
<td>6/5</td>
</tr>
<tr>
<td>53202</td>
<td>Word Level 2</td>
<td>Tue</td>
<td>8/6</td>
</tr>
<tr>
<td>53203</td>
<td>Word Level 3</td>
<td>Tue</td>
<td>8/20</td>
</tr>
</tbody>
</table>

**Early Bird Special**

Register at least 10 days prior to start date and receive $10 off the course fee.

---

**Microsoft**
MICROSOFT PROJECT LEVEL 1
This course addresses the features of Microsoft’s Project application, which is specifically designed to address the needs of project managers in corporate environments. You will benefit most from this course if you have at least some prior knowledge of project management procedures and practices. It is intended to support you in applying this knowledge through the use of Microsoft Project as a project management tool. There are no specific prerequisites for this course. However, general computer user knowledge is assumed. Any additional experience working with forms and/or databases will be helpful. This course should be completed before taking Level 2 even if you currently use Microsoft Project. Book is included. After completing this course, you will know how to:

• Navigate and understand the important features of the Microsoft Project environment
• Create a new project schedule from scratch
• Understand and work with task types, scheduling options, and task constraints
• Work with resources, including scheduling and assignment
• Manage the project schedule in accordance with the critical path and project baseline
• Print project views, dashboards, and various other kinds of reports

53151 Mon 6/10 8:30 a.m. - 4:30 p.m. Perrysburg $139
53149 Fri 7/12 8:30 a.m. - 4:30 p.m. Findlay $139

Don’t lose your seat in class. Register early!
MICROSOFT PROJECT LEVEL 2
This course addresses the features of Microsoft’s Project application, which is specifically designed to address the needs of project managers in corporate environments. You will benefit most from this course if you have at least some prior knowledge of project management procedures and practices. It is intended to support you in applying this knowledge through the use of Microsoft Project as a project management tool. To take this course, you should have successfully completed Microsoft Project Level 1 or have equivalent knowledge, and general computer user knowledge is assumed. Any additional experience working with project management, forms, and/or databases will be helpful. Book is included. After completing this course, you will know how to:
• Work with the Quick Access Toolbar and advanced calendar topics
• Add task notes; set task deadlines and priorities; and group, sort, filter, highlight, and add fixed costs to tasks
• Group, sort, filter, and highlight resources; set resource working-time exceptions and pool resources for sharing; and create resource budget cost items
• Work with multiple baselines and interim plans, update a project schedule using a status date, and resolve resource conflicts and scheduling issues
• Use the Task Form, Task Details Form, and Task Name Form; use the Resource Form and Resource Name Form; and understand the Relationship Diagram and compound views
• Consolidate projects using Master projects and Subprojects; and work with Project Server, Project Online, and SharePoint
• Use Project data in other applications, and create final reports.
53208 Thu 6/27 9 a.m. - 4 p.m. Findlay $115
53209 Fri 7/26 9 a.m. - 4 p.m. Perrysburg $115

MICROSOFT VISIO LEVEL 1
Learn to use Microsoft Office’s drawing program, which is great for creating business diagrams, charts, process and networking diagrams, timelines, calendars, floor plans, organizational charts and flow charts. Use drawing tools for shapes and lines, format text, shapes, and lines, work with file/print properties, background pages and links, learn layout and connection techniques, and reporting.
53210 Wed 7/31 9 a.m. - 4 p.m. Perrysburg $115
53211 Thu 8/1 9 a.m. - 4 p.m. Findlay $115

MICROSOFT VISIO LEVEL 2
Expand your skills using Microsoft Office’s drawing program. Learn to work with layers, draw scales, shape dimensions, custom themes and templates, business diagrams and Web site mapping, integrating Visio with other Microsoft Office programs, and software diagrams.
53212 Wed 8/14 9 a.m. - 4 p.m. Perrysburg $115
53213 Thu 8/15 9 a.m. - 4 p.m. Findlay $115

INTRODUCTION TO QUICKBOOKS
It doesn’t matter what version of QuickBooks you have (Non-Profit, Pro, Online, Small Business, etc.) this introductory class will teach you how to process expenses/bills and revenue/invoices, manage your customer & vendor information, manage lists for items & services, reconcile banking statements, and generate reports. Book is included.
53169 Fri 6/14 8:30 a.m. - 4:30 p.m. Perrysburg $159

OUTLOOK LEVEL 2
Expand your proficiency using Outlook to manage the Inbox and other folders, use advanced mail options, use the Notes and Journal features, as well as collaborate with others using Outlook. Book is included.
53208 Thu 6/27 9 a.m. - 4 p.m. Findlay $115
53209 Fri 7/26 9 a.m. - 4 p.m. Perrysburg $115

OUTLOOK LEVEL 1
Learn to accomplish basic workplace tasks in Microsoft Outlook. This includes viewing Outlook items, creating and acting on messages, e-mail signatures, managing contacts and groups, creating and assigning appointments and meetings, and customizing the Outlook screen. Book is included.
53206 Thu 5/30 9 a.m. - 4 p.m. Findlay $115
53207 Fri 6/28 9 a.m. - 4 p.m. Perrysburg $115

MICROSOFT ONENOTE
OneNote allows you to store all your web clippings, captured images, recorded audio, links and tables in one spot on all your devices, wherever you go! Take a quick note before you forget it. Share your meeting notes so everyone is on the same page. OneNote allows you to take handwritten notes and convert them to text and much more! It’s a great way to have easy access to all related items for a project, not to mention an amazing time saver.
53204 Wed 7/17 9 a.m. - 4 p.m. Findlay $115
53205 Tue 7/30 9 a.m. - 4 p.m. Perrysburg $115

OUTLOOK LEVEL 2
Expand your proficiency using Outlook to manage the Inbox and other folders, use advanced mail options, use the Notes and Journal features, as well as collaborate with others using Outlook. Book is included.

OUTLOOK LEVEL 1
Learn to accomplish basic workplace tasks in Microsoft Outlook. This includes viewing Outlook items, creating and acting on messages, e-mail signatures, managing contacts and groups, creating and assigning appointments and meetings, and customizing the Outlook screen. Book is included.

OUTLOOK LEVEL 2
Expand your proficiency using Outlook to manage the Inbox and other folders, use advanced mail options, use the Notes and Journal features, as well as collaborate with others using Outlook. Book is included.

MICROSOFT ONENOTE
OneNote allows you to store all your web clippings, captured images, recorded audio, links and tables in one spot on all your devices, wherever you go! Take a quick note before you forget it. Share your meeting notes so everyone is on the same page. OneNote allows you to take handwritten notes and convert them to text and much more! It’s a great way to have easy access to all related items for a project, not to mention an amazing time saver.

OUTLOOK LEVEL 1
Learn to accomplish basic workplace tasks in Microsoft Outlook. This includes viewing Outlook items, creating and acting on messages, e-mail signatures, managing contacts and groups, creating and assigning appointments and meetings, and customizing the Outlook screen. Book is included.

OUTLOOK LEVEL 2
Expand your proficiency using Outlook to manage the Inbox and other folders, use advanced mail options, use the Notes and Journal features, as well as collaborate with others using Outlook. Book is included.

MICROSOFT ONENOTE
OneNote allows you to store all your web clippings, captured images, recorded audio, links and tables in one spot on all your devices, wherever you go! Take a quick note before you forget it. Share your meeting notes so everyone is on the same page. OneNote allows you to take handwritten notes and convert them to text and much more! It’s a great way to have easy access to all related items for a project, not to mention an amazing time saver.

OUTLOOK LEVEL 1
Learn to accomplish basic workplace tasks in Microsoft Outlook. This includes viewing Outlook items, creating and acting on messages, e-mail signatures, managing contacts and groups, creating and assigning appointments and meetings, and customizing the Outlook screen. Book is included.
INDESIGN CC LEVEL 1
As the industry standard for page layout, mastering InDesign is a necessity for those who desire to develop or advance a career in design layout for print or digital media. Even if you are already familiar with InDesign, our basic class will provide you with new skills to improve your workflow and greatly expand your knowledge. Instructor: Grayling Lathrop
53155 Wed 5/1 8:30 a.m. - 4:30 p.m. Perrysburg $99

INDESIGN CC LEVEL 2
Building on a strong foundation from our previous class, the level two lessons will help you take your professional skills with InDesign to another level. Students will learn advanced techniques by creating slick marketing pieces using blending modes, transparencies, object styles and more. Instructor: Grayling Lathrop
53156 Wed 5/22 8:30 a.m. - 4:30 p.m. Perrysburg $99

PHOTOSHOP CC LEVEL 1
Whether you are new to Photoshop or an experienced user, our basic class will teach you many skills, shortcuts, and ways to improve your finished product while shortening your turnaround time. You will examine Photoshop’s new and improved features and explore various ways of combining these along with others to create stunning professional results. Along the way, you will cover selections, refining and repairing images, layers, blending modes and so much more! Instructor: Grayling Lathrop
53157 Wed 5/8 8:30 a.m. - 4:30 p.m. Perrysburg $99

PHOTOSHOP CC LEVEL 2
Building on the lessons from our basic class, this course takes your Photoshop skills to dizzying heights. Designers, photographers and videographers will all benefit from this class where we apply advanced layer techniques using masks, special effects, filters and smart objects. You will pull video frames into Photoshop to edit and add graphics, titles and animation. Then wrap things up by creating and applying automatic functions and batch processing of files for efficiency. Instructor: Grayling Lathrop
53158 Wed 5/29 8:30 a.m. - 4:30 p.m. Perrysburg $99

ILLUSTRATOR CC LEVEL 1
Illustrator CC has the tools creative people need to produce eye-catching logos and other compelling artwork. From icons to billboards and everything in between, the need for skilled designers with the ability to create scalable vector illustrations is in high demand. Whether you are new to Adobe Illustrator or a seasoned user, join us to harness the power of this program and its latest tools and improvements. Instructor: Grayling Lathrop
53159 Wed 5/15 8:30 a.m. - 4:30 p.m. Perrysburg $99

Please register five business days prior to the class start date to ensure your seat and that the class runs. Minimum class enrollment must be met three business days prior to the class start date or the class will be canceled.
INFORMATION TECHNOLOGY TRAINING

COURSES FOR INFORMATION TECHNOLOGY PROFESSIONALS
Are you an I.T. Professional seeking courses in Microsoft Dynamics, SharePoint, Windows Server, VMWare vCenter or vSphere, Citrix XenApp or XenDesktop, or other technical courses such as SPSS, SAP or Information System Security? Working with our educational partners, you can take these and many other courses without having to travel to Detroit or Columbus!

Courses are hosted in one of the big cities and presented live by an experienced instructor, but you can attend and participate from an Owens classroom. Enjoy the big city course options without the travel hassles!

For a complete list of courses, dates, and fee information, visit www.owens.edu/itpro

PROFESSIONAL DEVELOPMENT
We’ve got the training your company needs!
Did you know that Owens can bring professional development training to you, that is geared specifically to your organization’s needs? Give us a call at (567) 661-7357 for more information. Here is a list of just a few of the training sessions we can provide:

• Understanding Behavioral Styles
• Managing Multi-Generational Workforce
• Performance Reviews That Work
• Managing Workplace Conflict
• Effective Discipline – Do’s and Don’ts
• Leadership Essentials

PMI PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION PREP
The PMP credential is globally recognized and demanded. It demonstrates to employers, clients, and colleagues that a project manager has the knowledge, experience, and skills to bring projects to successful completion. A PMP is recognized for the ability to lead and direct projects. PMPs routinely earn a higher salary in the workforce than non-credentialed project managers.

Earning the PMP credential includes passing a rigorous 200-question 4-hour examination; which means preparation is key. The PMP Prep course provides the 35 hours of formal education that is required even before applying for the exam. In addition, PMI requires significant documented project management experience in order to sit for the exam.

Instructor, Joe Matthews, MOD, PMP is a certified Project Management Professional, Past President of PMI WLEC, holds a Masters of Organization Development from Bowling Green State University, and has more than 18 years of experience managing manufacturing and construction projects. Working closely with the Project Management Institute’s Western Lake Erie Chapter, Joe supports your efforts to apply for the examination in addition to preparing to pass it.

For more information about the Owens PMP Prep class, please visit www.owens.edu/pmp. The exam application/certification fee to the Project Management Institute is not included. Course material of $259 is due the first day of class and made payable to PMI Western Lake Erie Chapter. PMI Membership (optional) is $129 to join plus $10 application fee (www.pmi.org).

Looking for a class that’s not listed?  Let us know!
Call us at (567) 661-7357 or email wcs@owens.edu
DDI LEADERSHIP TRAINING

Learning may start in the classroom or online but it must continue on the job. Using high-quality curriculum developed by Development Dimensions International, Owens Community College delivers relevant and challenging learning experiences for all levels from individual contributors and frontline leaders to mid-level and senior-level leaders. More importantly, we help to ensure that newly-learned skills are put to use from first day back on the job. Your associates will be participating in the four half-day modules indicated below. All classes are presented by certified DDI instructors. All materials are included in course fee.

Communicating for Leadership Success
This foundation course will enhance your performance as a leader who achieves results through others as you build stronger relationships with your team and others. This session will help you realize business benefits as well as benefits to you as a leader from anticipating and meeting the personal and practical needs of those with whom you interact. Plan for interactions more successfully – in person and virtually – so that the efforts of you and your team are increasingly focused, efficient, and effective. Enrich the feedback that you provide to others.

Coaching for Peak Performance
Gain tools used to encourage people to take ownership of and be accountable for their work performance. Create a work environment where people are comfortable taking on the risks associated with new responsibilities. Boost morale, improve productivity, and increase profitability by coaching for peak performance in each person. Manage work performance issues, in a fair, consistent manner.

Resolving Workplace Conflict
Enables leaders to reduce the damaging effects of workplace conflict on individuals, groups, and the organization. Learn how to effectively address workplace conflict and enhance productivity, efficiency, and morale. Help others take responsibility for resolving their own conflicts. Promote a culture of trust and mutual respect within your work group.
Build an innovative and collaborative work environment.

Driving Change
Focuses on how to accelerate the process of making change happen. Clearly communicate the business rationale for the change and the benefits it can bring to team members and the organization. Create an environment that is conducive to change in which team members are more readily prepared for change initiatives. Minimize the potential negative effects change can have on productivity, morale, and collaboration. Turn resistance into commitment and inspire team members to take ownership of change.

53214 Wed 7/17 - 8/7 8 a.m. - 12 p.m. Findlay $535
LET’S TALK:
BRIDGING THE DISCONNECT BETWEEN PROFESSIONALS AND THE PEOPLE THEY SERVE

This course will consider the disconnect professionals have when communicating with clients, patients, or the public. It will walk through the importance of attending to interpersonal relationships we encounter daily to the deeper connections we may take for granted because “the world keeps spinning and time is money”. At course end, participants should be open to the lifelong exercise of better communication with tools and insight in place to make that happen.

Session One: Perception – Impression – Engagement
Before being able to engage effectively, you need to have an understanding of what kind of communicator you are and being conscious of and making small adjustments to where you are in space. Finally, we begin making the connection, i.e.: asking, “How are you” and waiting around for the answer.

Session Two: Conversation – Conflict – Empowerment
Being conversational is an unquantifiable gift that can be learned quickly and mastered with time and effort. With communication comes the inevitability of conflict. It’s not fatal if handled with intention and kindness. We will close with a look at empowerment; the secret is in a purposeful effort to leave people better than when we found them.

Instructor: Beth Waisner
53134 Wed 6/19 & 6/26 2 - 4:30 p.m. Perrysburg $59

Please register five business days prior to the class start date to ensure your seat and that the class runs. Minimum class enrollment must be met three business days prior to the class start date or the class will be canceled.
COMMUNITY SERVICE

Owens Community College’s College & Career Readiness Center (CCR) program offers high school equivalency preparation (formerly GED), college preparation, and English for Speakers of Other Languages (ESOL) classes in conversation and written English. CCR now has implemented a strategic Career Pathways component which includes integrated college and career awareness. The CCR vision is to provide college and career readiness for adults through literacy education which contributes to a more successful, thriving workforce. For more information, contact the CCR office at (567) 661-2CCR (2227).

MOTORCYCLE SAFETY TRAINING

Owens is proud to be a provider of Motorcycle Safety Training for the State of Ohio. Our goal is to reduce motorcycle-related accidents and injuries. 

New Rider – Take your final driving test in a controlled environment instead of at the license bureau.

Returning Rider – If you are starting to ride again after an extended time away, then this is the course to take.

Register and pay the $50 course fee directly with the State of Ohio at https://services.dps.ohio.gov/MotorCycleOhioTraining/Student/Home

ARE YOU IN THE DRIVER’S SEAT OF YOUR NEW CAREER?

TRUCK DRIVING

Owens Community College offers you the opportunity to get your commercial driver’s license (CDL) and immediately join the booming field of truck driving. In the classroom, our instructors provide unparalleled training. Then, using our vast “simulated city” driving range – the only one of its kind in Ohio – they teach students how to safely operate tractor-trailer equipment. Soon, Owens students are on their way to city, county and state roadways, gaining hands-on, real-time experience in all types of traffic situations.

Here are just a few of the reasons why the clear choice is Owens:
• Competitive tuition with no hidden costs
• Free lifetime job-placement assistance that fits your life direction
• Industry support in a fast-growing field
• Quality hands-on and classroom instruction
• New training facility (virtually unmatched in America) allows real-world driving in complete safety

Contact us to get started on your new career today!

Register now by calling (567) 661-2689 or go to www.owensworks.com/cdl.

Day and night classes available. Call for dates and times.
ONLINE CERTIFICATES
Owens Community College offers numerous online certificates through its professional network. You can participate any time of day or evening. The following is a selection of our leading online courses. A complete list of online offerings is at [www.owens.edu/workforce_cs/online](http://www.owens.edu/workforce_cs/online)

CAREER TRAINING COURSES
Over 300 online courses designed by college instructors will provide the skills necessary to enter a new field or advance your current career. These affordable courses include instructor feedback and are scheduled for specific registration periods.

PROFESSIONAL DEVELOPMENT TRAINING
Choose from a wide range of highly interactive professional development courses that you can take entirely over the internet. All of our courses include expert instructors. Popular courses include Business Writing, ECO Broker Certification, Technical Communication, and Supply Chain Management. Courses are as low as $79 each. You can start a course at any time or be on a fixed schedule. You have access to the course for a whole year so you can take your own refresher! Focus learning areas are:

- Management and Corporate
- Media and Design
- Hospitality and Service
- Skilled Trades and Industrial

Featured class:
**CompTIA A+ Certification Prep**
Prepare for the new 901 and 902 version of CompTIA’s A+ information technology certification. To prepare for both exams, you will need to take a total of three classes: Basic, Intermediate, and Advanced. Total cost of the classes: $330. When you are ready to take your certification exams, purchase your exam vouchers through us and save up to $75 on each test!

INDUSTRY ONLINE CERTIFICATES
237 Industry Online Certificates include the following:

- Business and Professional: eBusiness, Six Sigma Black Belt Certification, and others
- IT and Software Development: hands-on courses give the experience in the ever-expanding world of technology
- Management and Corporate: project management, IT management, lean mastery, Six Sigma, and others
- Media and Design: Graphic design, web design, event management and design, and residential interior design
- Hospitality and Service Industry: 13 certificates available in hospitality and service industries
- Skilled Trades and Industrial: 17 certificates in the heavy industry job market
- Sustainable Energy and Going Green: 11 certificates available in green energy field.

HOME INSPECTION CERTIFICATE COURSE
Owens Community College is pleased to partner with Carson Dunlop to offer this high-quality Home Inspection course, endorsed by the American Society of Home Inspectors (ASHI). This 10-course platform provides you with the technical skills and expertise required to conduct visual examinations and deliver written reports on the physical and operational condition of homes or housing units. For detailed course information, go to [www.OwensWorks.com](http://www.OwensWorks.com) and click on continuing education, then Home Inspection. Each module is $395, which includes online class, books and materials. To register go to: [http://www.carsondunlop.com/education/us/OwensCommunityCollege/](http://www.carsondunlop.com/education/us/OwensCommunityCollege/)
TECHNICAL SKILLS TRAINING

LIFT TRUCK/FORK LIFT OPERATION CERTIFICATE
Are you interested in both learning how to operate an actual lift truck as well as gaining an operator’s certificate of completion? Although OSHA requires all operators to obtain site and equipment specific lift truck training, Owens will provide training to students on a Class 4, internal combustion solid tire lift truck. This training incorporates both a classroom training portion as well as hands-on operator training. Forklift design, parts, operation, special driving rules, safety and maintenance requirements are discussed as part of the classroom training portion. You then will operate a forklift during the second portion of the class.

53117 Fri 5/17 9 a.m. - 3 p.m. Perrysburg $99
53118 Fri 6/14 9 a.m. - 3 p.m. Perrysburg $99
53119 Fri 7/19 9 a.m. - 3 p.m. Perrysburg $99
53120 Fri 8/16 9 a.m. - 3 p.m. Perrysburg $99

Attention employers: Owens can work with your specific equipment at your site to provide training as required by OSHA, using your equipment and our instructor (time and costs vary, depending on equipment and training required). Call us for more details, (567) 661-7357.

ELECTRICAL TRAINING (16 hours)
Does your job require you to understand electricity and to have the ability to troubleshoot with an electrical multi-meter? This course will focus on maintenance electricity and the functions and use of the Fluke Multi-meter. Brush up on your electrical knowledge of single phase, three phase, ohms law, series and parallel circuits. You will measure A/C and D/C volts-current-resistance. You will test motors, capacitors, resistors, contactors, relays and more. This class is recommended for students who have some electrical knowledge or experience and are seeking to be or are currently working in the maintenance or technical fields.

53089 Wed 6/5 - 6/26 5:30 - 9:30 p.m. Perrysburg $229

INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLER (PLC) OPERATION (16 hours)
This training is recommended for students who have completed our Electric Controls class or have a background in electrical controls and would like to learn basic PLC operation. Training will focus on Allen-Bradley SLC 500 equipment, and the course fee includes a textbook. A complete outline of the class is available at www.owens.edu/plc.

53090 Tue 6/4 - 6/25 5:35 - 9:15 p.m. Perrysburg $395

REGISTER TODAY! www.owensworks.com
ALLEN-BRADLEY CONTROLLOGIX TRAINING (16 hours)
ControlLogix is one of the newest controllers in industry today. If you have an understanding of the basics of operating Programmable Logic Controllers (PLC’s) and a working knowledge of SLC 500 operations, consider this training. Both a text and a ControlLogix DVD that explains all common tasks are provided as a part of the class. A complete outline of the class is available at www.owens.edu/plc.

53091 Tue 7/16 – 8/6 5:15 – 9:15 p.m. Perrysburg $395

FANUC ROBOTICS TRAINING (16 Hours)
This class offers lots of hands-on pendant training with only a small amount of lecture. Class will go over a large amount of material from how to write a program from scratch to how to recover the robot from common fault situations. Class is setup to handle students who have zero robot experience to students that already have a basic understanding. Recruiters are desperate to find FANUC programmers all over the United States. Robotics and automation is growing at such a fast rate that there aren’t enough programmers to cover these needs. This class is your first step to getting into this exciting industrial robot explosion! A complete outline of the class is available at www.owens.edu/plc.

53092 Thu 8/15 – 9/5 5:15 – 9:15 p.m. Perrysburg $495

Please register five business days prior to the class start date to ensure your seat and that the class runs. Minimum class enrollment must be met three business days prior to the class start date or the class will be canceled.

REGISTER TODAY! (567) 661-7357
The time is perfect for you to secure your future earnings by enrolling in Owens Community College’s truck driving program. In just four short weeks, you will hold your Commercial Driver’s License (CDL) and be employed by one of the many excellent companies seeking tractor-trailer drivers.

Your success starts behind the wheel as a member of the dynamic and important transportation profession. Keep our economy rolling as you deliver valuable goods to business and industry.

Facts

- Northwest Ohio has more than 2,585 transportation and material moving occupations
- Drivers are needed now for nearly 2,000 heavy truck and tractor-trailer positions
- Truck driving is the leading open job occupation in Northwest Ohio
- Experts project more than 21,300 transportation and warehousing jobs will exist by 2020
- The median wage for truck drivers, heavy truck and tractor-trailer drivers exceeds $18.03 per hour
- Potential earnings of $40,000 - $60,000 per year with exceptional benefits

Here are just a few of the reasons why the clear choice is Owens:

- Competitive tuition with no hidden costs
- Free lifetime job-placement assistance that fits your life direction
- Industry support in a fast-growing field
- Quality hands-on and classroom instruction
- New training facility (virtually unmatched in America) allows real-world driving in complete safety

Contact us to get started on your new career today!
Register now by calling (567) 661-2689 or go to www.owens.edu/cdl

Day and night classes available. Call for dates and times.