



certification courses

Introduction to Project Management

This is an introductory course to Project Management. The course textbook is the PMBOK (Project Management Book of Knowledge) and maps to the PMP certification exam conducted by PMI (Project Management Institute).

Location: NCSC Main Campus, Fallerius Rm 72A
Dates: Tuesday & Thursday, Sept. 20- Nov. 29
Time: 6:00 pm- 9:00 pm
Course investment: \$1,300.
Instructor: Ilhamy William

Non-Profit Management

North Central State College is pleased to offer a Non-Profit Management certificate course for the first time in this region! No need to travel to attend non-profit professional development courses. This is a yearlong program consisting of 122.5 hours of instruction. Discounts apply

Introduction to the Nonprofit Sector
October 25-December 6, 2011

Organizational Management
January 3 – February 14, 2012

Communication/Leadership
February 28 – April 10, 2012

Marketing
April 24 – June 5, 2012

Financial Management
June 18 – July 31, 2012

Ethics
August 21 – October 2, 2012

Fundraising
October 16 – November 27, 2012

All classes will be on Tues 6-8:30 pm;
location TBA; Instructor: Vickey Milligan

SHRM Certification Preparation

The SHRM Learning System has been designed by subject matter experts, and includes discussion questions, application exercises, and module exams to develop specific HR competencies. Professionals who use the Learning System to prepare for the PHR and SPHR exams consistently beat the national pass rate!

This course is delivered in a hybrid format; half of the classes are online, half are instructor led.

Location: Kehoe Center, Shelby, Ohio, Room 222

Dates: Wednesdays, September 20- December 7

Time: 6:00 -9:00 pm
Course investment: SHRM members- \$945., non-SHRM members- \$995.
Instructor: Mary Ann Syrek

credit course certificates

NC State's Certificate Programs allows students to complete a cluster of coordinated courses in a shorter period of time than an associate degree. Students in associate degree programs may benefit from adding a certificate to their areas of expertise. Please visit www.ncstatecollege.edu for complete details.

Accounting Tax Clerk Certificate
Computerized Accounting Certificate
Engineering Design Certificate
Entrepreneur Certificate
Forensic Science Certificate
Infant/Toddler Certificate
Microsoft Applications Certificate
Motorcycle Training
Microsoft Networking Certificate
PC Repair Certificate
Community Health Worker Certificate
Practical Nursing

virtual courses

The following courses are offered virtually. Each class is instructor led, interactive and can be accessed from any computer with internet access at the times indicated.

A Crystal Reports Introduction
Sept 20, 22, 27, 29; 9-11 am
Course Investment: \$225.

Microsoft Project Introduction
Sept 20, 22, 27, 29; 2 - 4 pm
Course Investment: \$205.

Excel 2007/10 Charts, Charts and more Charts
Sept 16, 9 - 11 am
Course Investment: \$60.

Brochures and Newsletters Made Easy
Sept 23, 9-11 am •
Course Investment: \$60.

Using PHP with DreamWeaver
Sept 30, 9-11 am
Course Investment: \$60.

Making Movies on your Mac (iMovie)
Oct 7, 9-11 am **Course Investment:** \$60.

Excel 2007/10 Pivot Tables
Oct 14, 9-11 am
Course Investment: \$60.

Moving to Mac Lion OS
Oct 21, 9-11 am
Course Investment: \$60.

Creating a Facebook Page for Your Business
Oct 28, 9-11am
Course Investment: \$60.

Purposeful PowerPoint Presentations
Nov 4, 9-11 am
Course Investment: \$60.

Give me One Good Reason to be on Twitter
Nov 18 • 9-11 am
Course Investment: \$60.

Word 2007/10 Mail Merges
Dec 2, 9-11 am
Course Investment: \$60.

Managing Pictures on your Mac (iPhoto/iDVD)
Dec 9, 9-11 am **Course Investment:** \$60.

registration is easy

Phone registration and payment can be made at **419-755-4722** or

Fax a copy of this form to **419-755-4782** or

Mail a copy of this form and payment to:
North Central State College Business Office
2441 Kenwood Circle, PO Box 698
Mansfield, OH 44901

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Course (s) _____

Payment amount _____ Cash ___ Check ___ Credit card ___

Credit Card Number _____

Exp. date _____ Card type _____

Print name as it appears on card _____

Signature _____

on-site technical training

INDUSTRIAL TECHNOLOGY

NCSC CNC Series

Would you like a CNC job but don't have the right skills? This new training series will give you the foundation you need to find a job in CNC. Courses start in October.

MEC 111 - Machining Processes This course offers basic machine tool operation and provides the background needed to fit into a shop, read and interpret drawings, and work with accuracy. **4 Credits; 3 Lecture Hours; 2 Lab Hours**

MEC 264 - Computer Aided Manufacturing This course deals with basic computer numerical control programming and machining. Basic Mill and Lathe programming, including cutter compensation and sub-routines will be written by students and posted to Fanuc. Prerequisite - MEC-111
3 Credits; 2 Lecture Hours; 2 Lab

TND 206 - CNC Programming Operations II This course will give a brief review of CNC mill and lathe programming. It will also cover Computer Aided Manufacturing with applications software so students can create tool path generation.
3 Credits; 2 Lecture Hours; 2 Lab

Please call 419-755-4549 for more information

Industrial Maintenance

Industrial maintenance is the hands-on repair and maintenance of equipment used in industrial facilities. Our curriculum consists of multi-media presentation of the theory component of Industrial Maintenance followed by hands on experience with training equipment designed to replicate manufacturing equipment. After each chapter or lap, students are given a quiz that validates skills attainment.

The hands on component of this learning system includes reading and following directions, blue print reading or schematic reading and problem solving and trouble shooting.

Electrical Maintenance

Electricity is used to perform tasks related to almost everything we do. Learn the basics of AC/DC Electrical Systems, Electric Motor Control, Electric Control Wiring, and Power Distribution.
89 hours • Course Investment: \$2,225.

Fundamentals of Mechanical Systems

Companies all over the world are increasingly automating their processes in order to become more competitive. This course includes Mechanical Systems I, Mechanical Systems II, Electronic Sensors, and Piping Systems
75 hours • Course Investment: \$1,875.

Essentials of Hydraulics

Hydraulic power technology is used to power machines in almost every manufacturing plant in the world. It has many unique features that have caused its use to continue to grow rapidly.

This course includes Basic Hydraulics, Intermediate Hydraulics, Electro-Fluid Power Systems, Hydraulic Troubleshooting.
88 Hours • Course Investment: \$2,200.

Pneumatics

Pneumatic power technology is used to power machines in almost every manufacturing plant in the world. This course includes Basic Pneumatics, Intermediate Pneumatics, Advanced Pneumatics, and Pneumatics System Construction.
32 hours • Course Investment: \$800.

Electronics-PLC

The Programmable Logic Controller (PLC) is a micro-processor-based controller designed to provide easily programmed control of almost any type of process. This course is taught using SLC 500.

70 hours • Course Investment: \$1,750.

BUSINESS/MANAGEMENT

Introduction to Quality

Simply put, quality is "the right product in the right quantity at the right time the way the customer expects it". In this competitive world we need to realize that: Quality is more than shiny, Quality is work and Quality is pervasive. Learn how to incorporate the basics of quality into every facet of your business.

Location: Urban Center, Mansfield, Ohio

Dates: Oct. 7,14,21,28, Nov. 4

Time: 1:00-3:00 pm.

Course Investment: \$325. **Call about discounts.**

Instructor: Robert Meyerink

QuickBooks

This 14 week course is designed as a hands-on training tool for those wanting to learn QuickBooks for their business. Individuals may sign up for all 14 classes or pick-n-choose based on their need.

Location: Urban Center, Mansfield, Ohio

Dates: Mondays, October 31-February 13, 2012

Time: 8:30-10:00 am

Course investment: \$30. per course, take all 14 sessions for \$375.

Instructor: Kathryn Goon

online technical training

INDUSTRIAL TECHNOLOGY

Manufacturing Processes

This course is designed to build the foundation of skills and knowledge needed for a career in manufacturing. This course includes, Measurement Tools I, II, III, Blueprints, Machine Tools I, II, III, Plastics, Mold Design, Design of Structures I, II, III.

78-104 hours (depending on # of courses)

Course Investment: \$1,950. - \$2,600.

CNC- Computer Numerical Control

CNC Machines 1- Denford

CNC operation is needed in most manufacturing facilities. This course includes Introduction and Basic CNC Mill Programming, Circular Interpolation, CNC Mill Setup and Tooling.

8 hours • Course Investment: \$200.

CNC Machines II- Denford

This course includes Speeds & Feeds, CNC Mill Canned Cycles, CNC Mill Cutter Compensation, Fixture Design, Introduction to CNC Lathe Programming, Lathe Circular Interpolation.

12 Hours • Course Investment: \$300.

Robotics I & II

I —This course includes Basic Robotic Operation, Basic Robotic Programming, Interfacing and Material Handling.

6 hours • Course Investment: \$150.00

II —Application Development, Flexible Manufacturing Cells, Quality Control, Production Control, Workcell Development.

10 hours • Course Investment: \$250.

Design

Basic Solid Models Using SolidWorks

This course includes Introduction to Solid Modeling, Solid Modeling Creation, Solid Model Features, and Production Drawings.

8 hours • Course Investment: \$200.

Advanced SolidWorks

This course includes 3-D Assemblies, Advanced Mates and Exploded Views, Introduction to SolidWorks Animation

6 hours • Course Investment: \$150.

Solid Modeling

This course includes Introduction to Solid Modeling, Solid Model Creation, and Solid Model Features.

6 hours • Course Investment: \$150.

BUSINESS/MANAGEMENT

Quality Assurance

Quality Assurance is one of the most important functions in society today. This course includes Basic Measurement, Precision Measurement Tools, Dimension Gauging, Introduction to SPC, Control Chart Operation, and Control Chart Analysis.

12 hours • Course Investment: \$300.

Quality Assurance II

The goal of this course is to identify problems in your process that need to be solved. This course includes SPC Problem Solving, Geometric Dimensioning and Tolerancing, Location Tolerances, Orientation Tolerances, Form Tolerances.

10 hours • Course Investment: \$250.

Materials Testing I

In this module, you will learn about the characteristics of materials that are important in design and about the role of quality control in working with these materials. This course includes Materials Quality Control, Tensile Strength Analysis, and Data Acquisition Systems.

6 Hours • Course Investment: \$150.

Materials Testing II

An important part of the design of a product is determining what materials to use. This course includes Materials Design, Compression Testing and Analysis, Shear and Hardness Testing and Analysis, Design Evaluation.

8 hours • Course Investment: \$200.

Advanced Quality Assurance

This course includes Control Charts and Continuous Improvement

4 hours • Course Investment: \$100.

Advanced Quality Assurance II

This course includes Material Quality and Testing, Tensile testing and Analysis.

6 hours • Course Investment: \$150.

Please call Workforce office at 419-755-4549 for more information.

All courses require a minimum number of participants to run. Notices of cancellation will be made.



economy ed2Go non-credit online courses

Instructor Led Online Courses offered through ED2GO

- Convenient six-week format
- Professional development and personal enrichment
- Sessions start monthly
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

Please refer to our complete catalog of Instructor Led Ed2Go Online Courses found at www.ed2go.com/ncstate/

BUSINESS

Introduction to Crystal Reports

Want to “wow” people with your business reports? In this course, you’ll master the techniques the pros use to produce attractive, reader-friendly reports for any audience.

Designed for Crystal Reports XI, Crystal Reports 2008, and Crystal Reports 2011, this course will teach you how to transform the information that lies buried in your database or accounting program into clear, easy-to-understand documents. **Course Investment: \$89.**

Distribution and Logistics Management

Professionals in this field play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing costs, saving time, and meeting company objectives. This course will not only show you how to create and operate a logistics function, but it will also show you how to achieve success through a combination of strategies and tactics.

Course Investment: \$89.

Business Law for the Small Business Owner

Learn how to successfully protect your small business and solve most of the legal problems that may arise. In this six-week online course, you’ll see how to avoid the costly legal problems that many small business owners make when setting up and operating their businesses.

Course Investment: \$89.

Marketing Your Business on the Internet

Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you’ll discover proven methods that will help you establish an Internet presence and build an online brand identity.

Course Investment: \$89.

Achieving Top Search Engine Positions

Learn how to achieve top search engine positioning in this highly-interactive, six-week course. Discover how search engines work and how important events have shaped the entire Search Engine Optimization (SEO) industry.

Course Investment: \$89.

Designing Effective Websites

Regardless of your current skills or level of knowledge, in this course you’ll master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level!

Course Investment: \$89.

A to Z Grantwriting

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You’ll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization.

Course Investment: \$89.

Becoming a Grant Writing Consultant

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.

Course Investment: \$89.

Start Your Own Consulting Practice

Do you have training or knowledge that could be useful to others? Have you ever considered providing consulting services based upon your background? This course is designed to help those who wish to set up a consulting practice get started. You will learn the complete process of starting and operating a consulting practice.

Course Investment: \$89.

Business Law for the Small Business Owner

Learn how to successfully protect your small business and solve most of the legal problems that may arise. In this six-week online course, you’ll see how to avoid the costly legal problems that many small business owners make when setting up and operating their businesses.

Course Investment: \$89.

COMPTIA A+ CERTIFICATION PREPARATION

Basic CompTIA A+ Certification Prep

This course gives you the knowledge upon which you’ll base the rest of your CompTIA A+ certification studies for the exams that debuted in late 2009. Plus it helps you take that first step to becoming an excellent PC technician. So what are you waiting for?

Course Investment: \$99.

Intermediate CompTIA A+ Certification Prep

The Intermediate CompTIA A+ Certification Prep course picks up where the Basic course left off. This course takes you through the second of the three steps you need to become both a highly competent PC tech and a CompTIA A+ certified technician, 2009 style.

Course Investment: \$99.

Advanced CompTIA A+ Certification Prep

The Advanced CompTIA A+ Certification Prep course focuses on fun technology. The Advanced course completes the three-course CompTIA A+ Certification Exam Prep cycle and prepares you for both the 2009 exams and for real life as a PC tech. Let’s get to it!

Course Investment: \$99.

CompTIA Security+ Certification Prep

The U.S. Department of Labor forecasts that computer security and related computer-support specialties will be among the fastest-growing occupations through 2012. CompTIA’s Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. All of the content is geared toward helping you pass the SY0-201 exam so you can leave the test center with your Security+ certificate in hand.

Course Investment: \$99.

HEALTH CARE

Medical Terminology: A Word Association Approach

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term.

Course Investment: \$89.

Medical Coding

In this course, you’ll learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. **Sept 21 & Oct 19 • Course Investment: \$89.**

PERSONAL DEVELOPMENT

Secrets of Better Photography

Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You’ll learn the basic technology that all

cameras use, and you’ll receive helpful information on exposure and lighting.

Course Investment: \$89.

12 Steps to a Successful Job Search

Get the job you want quickly and easily and in any economy. You’ll be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.

Course Investment: \$89.

Introduction to Internet Writing Markets

You may have heard that every day, another traditional writing market disappears. Don’t let that discourage you from writing! Discover the thousands of lucrative publishing opportunities that await you on the Internet if you understand Internet marketing. Whether you’re just taking your first steps toward that dream of getting published, or you have a dozen books to your credit, this course will show you how you can start earning income on the Web right away. **Course Investment: \$89.**

All courses require a minimum number of participants to run. Notices of cancellation will be made. Please call Workforce office at 419-755-4549 for more information.

free courses

CONNECT OHIO BASIC COMPUTER TRAINING

This six-hour course provides an introduction to computer use, Internet and email, and word processing. Classes are offered in Kee Hall and the Downtown Urban Center. There is no charge but reservations are required. Call 419-755-4549 for more information.

professional development seminars

I’m in Charge of a Nonprofit Organization! Now What?

Whether you’re a new or veteran leader of a nonprofit organization this workshop is designed to provide ideas on how to make the transition from “buddy to boss” with your staff, volunteers, donors, funders, board members and other constituents.

Sept 23, Urban Center, 10-2pm (box lunch included)

Please Note: Participants in this seminar will be offered a discount on the Non-Profit Management Certificate Course. Ask for details.

Our Mission

To provide quality, responsive, lifelong learning opportunities, including occupational, degree and other educational programs for individuals, business and industry, and the communities we serve.



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