Business/Management

Quality System Audit Training
This comprehensive training covers all aspects of ISO 9001:2008 and process auditing. Our 12-hour course is designed for aspiring auditors and anyone else with a need to understand the requirements of a quality management system and the basic skills needed to audit, manage or implement it.
Instructor: Jim Linkie, RABQSA, MSSC
CRN: 11183
Wednesdays, June 4 - 18
8:30 a.m. - 12:30 p.m.
Fee: $450
This class can also be scheduled for a group of six or more at a discounted rate.

Medical/Health Care

CMA Exam Review
This course is designed to prepare those wishing to take the AAMA National Certification exam. The focus is on reviewing material and analyzing questions and learning techniques that can be used if the test-taker is unsure of the correct choice. Class participation is encouraged. Strategies for taking the test will also be explained. Required text: Comprehensive Exam Review for the Medical Assistant by R. Gohsman (2012 ed.) ISBN 978-13-504740-8 Pearson.
Instructor: Gerry Todaro
CRN: 11014
May 13, 15, 20, 21, 22, 27, 28, 29, 2014
6 p.m. - 8 p.m.
Fee: $49

Dental

Sharpen Up Your Instrumentation Skills
This six-hour lecture and hands-on course is designed to assist the practicing dental hygienist in revitalizing their instrumentation skills. Through a hands-on lab session, participants will have the opportunity to practice advanced instrumentation techniques while using common dental hygiene instruments (scalers and sickles) and the latest instruments designed to make their jobs easier (micro mini’s, chisels, NEVIs). Instrument sharpening will also be demonstrated and reviewed. Instructors will assist students with improving their ergonomics and instrument utilization for improved efficiency and effectiveness in the care of their patients.
Course will be held in the Stark State College Allied Dental Health Professions Simulation Lab.
Instructor: Nancy Stanwick, RDH, MS
CRN: 11013
Saturday, August 9
9 a.m. – 3:30 p.m.
Fee: $179
Training: Main Campus–H211

Medical Emergencies for the Dental Professional
This four-hour course provides information on the recognition of common medical emergencies and emergency protocol including prevention, management and response in a dental office setting. Participants will learn to identify potential risks for emergencies reported in the medical and dental histories of their patients. Recognition of symptoms, first aid treatment and possible outcomes for patients in emergency situations will be discussed. This course meets the guidelines as outlined in the statutes of the Ohio Dental Practice Act required for a dental hygienist to practice when the dentist is not physically present in the office.
Instructor: Nancy Stanwick, RDH, MS
CRN: 11012
Saturday, June 7
8 a.m. - 12 p.m.
Fee: $125
Training: Main Campus–H101

Expanded Functions Dental Auxiliary (EFDA) Clinical Board Review Course
This hands-on lab course is designed to further prepare an applicant for the EFDA certification exam administered by the Commission on Dental Testing in Ohio, Inc. Besides offering further clinical practice and instruction in EFDA techniques, this course meets remediation requirements for applicants who have not successfully passed the Ohio EFDA clinical certification exam after two attempts. Clinical practice and instruction will be provided through lab review and practice. Course participants will have the added benefit of a mock board simulation experience. Students must have successfully completed an approved training program prior to seeking admission into this review course. Students wishing to take this course to meet Ohio Commission remediation requirements should be prepared to provide paperwork stating specific exam deficiencies to the course instructor prior to the first day of class. Lunch provided.
Instructor: Nancy Woodruff, RDH, EFDA, BS
CRN: 11010
Friday and Saturday
August 1 and 2
9 a.m. - 4:30 p.m.
Fee: $525
Training: Main Campus–H211

OTHER BUSINESS AND HEALTH COURSES AVAILABLE ONLINE
- Creating a Successful Business Plan
- Project Management Applications
- Supply Chain Management
- Handling Medical Emergencies
- Medicine... and many more
DETAILS: www.ed2go.com/ssct
Local Anesthesia for the Dental Hygienist
This self-study, lecture and hands-on course prepares dental hygienists in Ohio for the safe and effective administration of local anesthesia and pain control. Topics include anatomy, physiology, pharmacology of local anesthesia, administration of local anesthesia and indications, precautions and limitations associated with the use of local anesthesia. You’ll first complete a 12-hour online module, followed by a three-hour lecture and 14 hours of clinical practice in the techniques of local anesthetic administration on anatomical models and lab partners. You are required to serve as participant partners during the clinical training portion of the course. Completion of this course prepares you to take the NERB examination required for dental hygiene local anesthesia credentialing in Ohio. This course is approved by the Ohio State Dental Board and meets the standards for dental hygienists to be able to administer local anesthesia in the state of Ohio. It will be held in the Stark State College Dental Clinic under the supervision of a dentist and qualified dental hygienist faculty. Registration will end three weeks prior to the class start date. Login information will be received in an electronic welcome packet at the email address provided, upon registration cut-off. Students will need to communicate with the instructor and upload verifications to verify access. Lunch provided.

Course participant requirements
• Purchase of required textbook from college bookstore prior to completing online module
• Completion of online learning modules according to the assigned schedule (online portion will be available two weeks prior to the clinical portion to paid registrants only)
• Achievement of 75% on all online exams in order to be permitted to participate in the clinical component.

Due prior to the first clinical session (see welcome packet for more information)
• Copy of current Ohio dental hygiene license
• Copy of current CPR/BLS certification
• Completed health history form
• Completed liability release form
• Proof of HepB vaccination/immunity

*Information about these items is available online. You may access the online course and contact the course instructors using the login provided. Course modules will be available two weeks prior to the clinical portion.

Instructors: Nancy Stanwick, RDH, MS
CRN: 11011
Friday and Saturday
June 20 and June 21
8 a.m. - 4:30 p.m.
Fee: $1,095
Training: Main Campus–H101

Fire and Emergency Services

AHA Healthcare Provider/BLS CPR
The Basic Life Support (BLS) for Healthcare Providers course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED and relieve choking in a safe, timely and effective manner.

For specific information on dates and times, contact Bonnie Stich at bstich@starkstate.edu or 330-494-6170, Ext. 4724.

EMT Basic Refresher
This EMT refresher course provides theory and practical skills training and review at the EMT level and follows the objectives as listed in the Ohio Administrative Code. This course may be used as
• a prerequisite for completion of National Registry testing
• continuing education for NR or state of Ohio
• a transition course to maintain NR certification.

Instructor: Staff
CRN: 11006
Fee: $150

For specific information on dates and times, contact Bonnie Stich at bstich@starkstate.edu or 330-494-6170, Ext. 4724.

Times scheduled with instructor

Advanced Airway Module
The Advanced Airway Module provides the information as required by the state of Ohio for those seeking reciprocity in Ohio.

Instructor: Ed Sensel
CRN: 11007
Fee: $84

For specific information on dates and times, contact Bonnie Stich at bstich@starkstate.edu or 330-494-6170, Ext. 4724.

Emergency Medical Responder (EMR)
The Emergency Medical Responder course provides theory and practical skills training for managing medical and traumatic situations at the EMR level and follows the objectives as listed in the Ohio Administrative Code.

Instructor: Staff
CRN: 11180
Fee: $300

For specific information on dates and times, contact Bonnie Stich at bstich@starkstate.edu or 330-494-6170, Ext. 4724.

In keeping with the guidelines established by the Ohio State Dental Board for licensure/certification, all individuals participating in this lab course are required to provide appropriate documentation of immunization of hepatitis B and current certification in CPR in order to participate in this dental continuing education course.

While Stark State College does not require additional immunizations, it is strongly recommended by the Centers for Disease Control that all healthcare workers be immunized against vaccine-preventable diseases such as hepatitis B, influenza, measles, mumps, rubella and varicella. Because healthcare workers are considered to be at significant risk for acquiring or transmitting these diseases in the course of their professions, the Allied Dental Health Department at Stark State College supports this recommendation.

*U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Centers for Disease Control and Prevention (CDC), Atlanta, Georgia 30333

Coronal Polishing for the Certified Dental Assistant
This self-study and hands-on course teaches basic anatomy, exposure control procedures and indications and contraindications for coronal polishing. You’ll complete a two-hour online module prior to the first day of the class. Online, you’ll learn the basic concepts to prepare for the five-hour face-to-face lecture and clinical practice session. You’ll practice and demonstrate appropriate coronal polishing techniques on anatomical models and on a fellow student (liability form must be received prior to course delivery). Appropriate certification by DANB or the Ohio Commission on Dental Assisting required. You can access the online course and contact course instructors using the login provided (students will receive an electronic welcome packet at the email address they provide upon registration the week prior to online access). Course modules will be available one week before the start of the clinical portion. Registration will end one week prior to the class start date. Lunch provided.

Due prior to the first clinical session
• Copy of appropriate CDA certificate (DANB or Ohio CODA)
• Copy of current BLS certification
• Proof of HepB vaccination/immunity
• Signed liability form

*Information about these items is available online. You can access the online course content and contact the course instructors one week prior to the delivery of the face-to-face portion of this course using the login provided. Students will not have access to course content prior to this time.

Instructor: Jill Koehler, RDH, BS
CRN: 11009
Saturday, June 14
9 a.m. - 2:30 p.m.
Fee: $395
Training: Main Campus–H101

Instructor: Staff
CRN: 11006
Fee: $84

Times scheduled with instructor

www.starkstate.edu/ce
Paramedic Refresher/Transition Course
This course offers theory and practical skills training and review at the paramedic level and follows the objectives as listed in the Ohio Administrative Code. This course may be used for:
• a prerequisite for completion of National Registry testing
• continuing education for NR or state of Ohio
• a transition course to maintain NR certification

Instructor: Staff
CRN: 11005
Tuesday, June 10, 2014
6 p.m. - 10 p.m.
Fee: $300

Microsoft Excel 2010 Beginning
Put Excel to work for you! Learn to create and edit worksheets and charts using the most popular electronic spreadsheet package in the industry. Topics include:
• mastering form basics
• inserting form fields
• modifying forms
• advanced mail merge features
• advanced collaboration features

Instructor: TBD
CRN: 11002
Dates: June 10 – 12
9 a.m. – 1 p.m.
Fee: $120

Microsoft Word 2010 Intermediate
More advanced Excel topics are presented, including multiple worksheets, working with advanced functions and formatting, advanced print options, working with names, protecting and sharing worksheet data and using comments and charts.

Instructor: TBD
CRN: 11003
Dates: June 17 – 19
9 a.m. – 1 p.m.
Fee: $120

Microsoft Word 2010 Intermediate

Instructor: TBD
CRN: 11004
Dates: June 24 – 26
9 a.m. – 1 p.m.
Fee: $120

Security +
This class prepares you for Security+ certification (SY0-301, JK0-018) through hands-on and instructor-led delivery. We’ll discuss and explore network devices, ports, risk mitigation and network vulnerability. Prerequisite: one to two years of IT, preferably network-related experience or equivalent.

Instructor: David Besse
CRN: 11008
Dates: May 27 – June 19
5:30 p.m. – 9:30 p.m.
Fee: $799

Computer Technology
All computer course fees include manual or textbook where applicable. Bring a USB flash drive to save your work.

Microsoft Excel 2010 Beginning

Microsoft Word 2010 Beginning
Find out how the Word program can make your life easier, including tools such as:
• creating, saving and printing documents
• editing documents
• creating envelopes and labels
• moving and copying text
• formatting text, paragraphs and documents

Instructor: TBD
CRN: 11001
Dates: June 3 – 5
9 a.m. – 1 p.m.
Fee: $120

Microsoft Word 2010 Intermediate

Instructor: TBD
CRN: 11004
Dates: June 24 – 26
9 a.m. – 1 p.m.
Fee: $120

Online Training Programs
E-learn in the comfort of your own home or office with our many online classes.

Stark State is pleased to partner with several providers of quality online courses. You must have Internet access and an email address.

Online Career Training Programs
Begin a course whenever you want. You’ll be assigned an instructor for one-on-one assistance. All books, equipment and materials are included in the course fee.

Courses offered include:
• Administrative Medical Specialist
• Advanced Coding for the Physician’s Office
• Administrative Professional with Microsoft Office Specialist
• Certified National Pharmaceutical Representative
• Medical Transcription
• Six Sigma, Green Belt
• Six Sigma, Black Belt
• CompTIA A+ and Security + Certification
• CISCO - CCNA Certification Training
• Search Engine Optimization
• Starting and Running Your Own Business
• Bookkeeping the Easy Way with QuickBooks
• Webmaster Certification
• AutoCad 2007
• AutoCad 2009
For more course information and course demos, go to www.gatlineducation.com.

• Medical Support
• Workforce Development
• Writing Skills
• Industrial Safety
• Computer Courses

For a full list of courses and to register, go to http://coursecatalog.com/ssct

For more information on exam preparation courses, go to www.ed2go.com/ssct.

More than 700 online courses - whenever and wherever you need them.

• Law/Legal
• Education
• Web Design
• IT Certifications
• Healthcare/Allied health
• Accounting/Finance/Tax
• Green/Renewable Energy
...and many more

For a complete list go to ssct.theknowledgebase.org

More than 700 online courses available in business, courses for K-12 teachers, eMarketing, green workplace, leadership and more.

Find your course online at www.yougoclass.org/catalog.cfm/StarkState

Atención. Learn the Spanish you need to know specifically for your occupation. Online classes are now available in Spanish for Banking and Spanish for Public Safety Officers. Courses have 16 hours of instruction, are available for six months and include a certificate of completion when finished. The courses incorporate visual imagery (photos associated with words and phrases), native speakers to hear proper pronunciation, language tips, intuitive reading exercises, interactive assessments to measure your progress and comprehension and cultural lessons. Course fee is $99.

For more information, go to www.ProntoSpanish.com.
REGISTRATION AND PAYMENT

Students must register and pay for classes five business days before the class begins. Early registration is recommended for sufficient enrollment to conduct classes.

CLASS LOCATION Unless otherwise noted, all classes are held at the Corporate Services and Continuing Education Center, located in the Hoover District at 265 E. Maple Street, North Canton, OH 44720.

CERTIFICATES OF COMPLETION Stark State College awards students with certificates for satisfactory completion of continuing education offerings. The College follows national guidelines for continuing education and is a member of the Ohio Continuing Higher Education Association. To achieve satisfactory completion, students must attend at least 80% of the continuing education course/offerings.

WITHDRAWAL AND REFUND POLICIES Notice of student cancellation must be received two or more days prior to the start of both online and face-to-face classes. A full refund, minus a $7 processing fee, will be made upon notice of cancellation. If course delivery has begun (online or face-to-face), a refund will not be issued.

CANCELLATIONS The College reserves the right to cancel any course due to low enrollment. In the event the course is cancelled due to low enrollment, a full refund will be issued.

PARKING Free, lighted parking is available across East Maple Street from the Continuing Education Center. For continuing education classes on the main campus, students will receive parking permits.

ROOM ASSIGNMENTS Room number for classes will be posted in the Continuing Education Center lobby on the first day of the class.

TEXTBOOKS Most continuing education classes will provide required textbooks at the first class, unless otherwise noted in the class description. Please note whether you are required to purchase the textbook at the college bookstore or if it is included with the class fees.

COMPANY DISCOUNTS Companies enrolling three or more employees into the same class will receive a 10% discount. Discount does not apply to credit courses.

SENIOR CITIZENS Senior citizens (60+) will receive a 15% discount on course fees by presenting a copy of their Golden Buckeye Card at the time of registration. This discount applies to in-person registrations only and does not include special senior citizen classes or company-paid registrations.

TAX DEDUCTION If the purpose of attending workshops or classes is to help you maintain or improve your skills relating to employment or business, expenses for fees and books may be tax-deductible according to I.R.C. Reg. 1.162-5. You may also qualify for a Lifelong Learning tax credit. Consult your tax advisor for more information.

REGISTRATION FORM Form may be duplicated for additional registrations

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Title</th>
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S.S No. ___________________ - ___________________ Today’s date ___________________

Name ____________________________________________

Last ____________________________________________ First ____________________________________ Middle ____________________________________

Home address ______________________________________

City/State/Zip ___________________ Count y ___________________

Business name ____________________________________________

Business address ____________________________________________

City/State/Zip ___________________ County ___________________

Date of birth ___________________

Home phone ___________________ Work phone ___________________

E-mail address ____________________________________________

[ CHECK PAYMENT TYPE ]

Continuing education and non-credit students are not required to pay the application fee required for credit students.

Make checks payable to Stark State College

Note: No refunds will be given after class begins.

SSC Employee Benefit

[ ] Invoice Company - P.O. No. ________________

[ ] Check (enclosed) - Check No. ________________

[ ] Money Order (enclosed) [ ] Debit Card

[ ] VISA [ ] MasterCard [ ] Discover

Total $ ___________________

Debit/Credit Card No. ________________

Expiration Date ___________________

Name on card ____________________________________________

Card billing address ____________________________________________

City/State/Zip ____________________________________________

Signature (required for debit/credit card payment) ___________________