### COMPUTER/TECH

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Schedule</th>
<th>Fee</th>
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<tbody>
<tr>
<td><strong>Introduction to Personal Computers (Step 1)</strong></td>
<td>Basic keyboard, mouse, Windows, Microsoft Office, &amp; Internet.</td>
<td>Tuesday, March 3, 6 - 8 pm, Room B128</td>
<td>$25</td>
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<tr>
<td><strong>Introduction to Personal Computers (Step 2)</strong></td>
<td>Build skills from Step 1. Manual included for in-depth look at Windows, Microsoft Office Suite, Internet, storage, search, print, and how to manage your computer. Available Upon Request - Call to Schedule</td>
<td>8 hrs - Fee: $99</td>
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<tr>
<td><strong>Keyboarding</strong></td>
<td>Simple instructions for correct hand/finger positions &amp; keypad exercises suitable for beginners. Basic computer skills and word processing included. Available Upon Request - Call to Schedule</td>
<td>10 hrs - Fee: $150</td>
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<tr>
<td><strong>Microsoft Office Excel - Basic</strong></td>
<td>Enter &amp; edit data, modify &amp; format sheets, functions, charts, graphics &amp; print.</td>
<td>Tuesday &amp; Thursday, March 10, 12, 17, 19</td>
<td>$99</td>
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<td>6 - 8 pm, Room B128</td>
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<td>8 hrs - Fee: $99 - Manual Included</td>
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<tr>
<td><strong>Microsoft Office Excel - Intermediate</strong></td>
<td>Take your understanding of Excel to the next level with intermediate and advanced concepts.</td>
<td>Tuesday &amp; Thursday, March 24, 26, 31, &amp; April 2 6 - 8 pm, Room B128</td>
<td>$99</td>
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<td>8 hrs - Fee: $99 - Manual Included</td>
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### COMP/TECH CONT...

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<tr>
<td><strong>Microsoft Office Word - Basic</strong></td>
<td>Create, edit, format, save, tabs, page layout, graphics, spell check, print &amp; export.</td>
<td>Tuesday &amp; Thursday, April 14, 16, 21, 23</td>
<td>$99 - Manual Included</td>
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<td>6 - 8 pm, Room B128</td>
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<td>8 hrs - Fee: $99</td>
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### FLORAL DESIGN

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<tr>
<td><strong>Flower Wall Art</strong></td>
<td>Make a 16x20 3D silk flower canvas wall hanging. Add your choice of silks and this is where the magic begins. Canvas, marker and tools will be provided. All you need to bring is your personal selection of silk flowers to add to the canvas (6-10 stems). Available Upon Request - Call to Schedule</td>
<td>Tuesday, February 25, 6-8pm Rm. A109</td>
<td>$25</td>
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<tr>
<td><strong>Fun with Silk Flowers</strong></td>
<td>Learn different silk flower techniques. Demonstrations will be shown as well as creating a piece yourself. Bring in your own personal project that you'd like to make (silks and container and dry foam will need to be brought). We will provide the details and tools to help you!</td>
<td>Tuesday - March 3, 6-8pm Rm. A109</td>
<td>$25</td>
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<td><strong>Wearable Flowers</strong></td>
<td>Learn to make corsages, boutonnières, and flower crowns out of fresh and silk flowers. Some flowers will be provided along with tools and supplies.</td>
<td>Tuesday, March 10, 6-8pm, Rm. A109</td>
<td>$25</td>
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PAINTING

Acrylic & Watercolor Painting
Come learn about famous artists. Have fun making a likeness using their styles while learning brush, layering, texture and finishing techniques. Each class goals are designed to teach skills beyond the classroom. Preview paintings at: http://bit.ly/Paintingspring2020

Acrylic Painting Classes 3 hrs each
Fee: $40/Sr $35 or Choose any 3 for $100
Room A104

Watercolor Painting Classes 3 hrs each
Fee: $40/Sr $35 or Choose any 3 for $100

Tuesday, February 25, 6:00 pm
Acrylic: Meadows - "Winter Barn"
Step-by-Step Presentation leading you to paint this Winter iced path leading to barn nestled within forest.
Supply list for session includes brushes & 12”x 24” Canvas. Paints provided.

Tuesday, March 24, 6:00 pm
Acrylic: “Snow Blues in Shades of Birch"
Step-by-Step Presentation leading you to finish this Frozen landscape using watercolor. Create Surreal Blue Tonal Winter Birch Landscape with acrylic paints.
Supply list for session includes brushes & 20”x 16” Canvas. Paints provided.

Tuesday, April 7, 6:00 pm
Acrylic: Meadows - “Lighthouse Sunset"
Step-by-Step Presentation leading you to finish this seascape. Effects of strong sunlight painted through deep blue & pink hues creating this unusual and beautiful sky.
Supply list for session includes brushes & 20”x 16” Canvas. Paints provided.

Tuesday, April 21, 6:00 pm
Watercolor: George Braque - “Ship at le Havre"
Step-by-Step Presentation leading you to finish in the Style of Braque’s Ships at Port. All supplies provided for this session. Bring Brushes.

PAINTING CONT...

Tuesday, May 5, 6:00 pm
Acrylic: Monet – Monet’s Water Lily Bridge
Step-by-Step Presentation leading you to finish this colorful autumn landscape surrounding Claude Monet’s water lily bridge covered with purple wisteria.
Supply list for session includes brushes & 20”x 16” Canvas. Paints provided.

Tuesday, May 19, 6:00 pm
Watercolor: Vincent van Gogh - "Enclosed Field with Rising-Sun" 1889
Step-by-Step Presentation leading you to finish this Saint-rémy-de-provence, using van Gogh’s Impressionistic Style. All supplies provided for this session. Bring Brushes.

POTTERY

Pottery (All Levels)
Would you like to acquire or take your throwing skills to the next level? Want to create professional pots on the potter’s wheel? This is the class for you! Develop solid throwing skills that will help you achieve bigger, wider, and taller vessels, or well thought-out vessels such as a teapot set.
*Note that the last class may be adjusted for drying/firing time.

Session 1 = Wednesdays, February 5, 12, 19, 26, & March 4
6-8pm FHS Rm 10

Session 2 = Wednesdays, March 11, 18, 23* , & April 1, 8
6-8pm FHS Rm 10
*Due to a scheduling conflict there will be no class on 3/25. Class will meet on Monday 3/23

Session 3 = Wednesdays, April 15, 22, 29 & May 6, 13
6-8pm FHS Rm 10

10 hrs - Fee: $125/Sr $110
(this includes clay and other supplies)
Limit 8 per session
**WELDING**

**Welding I**
This introductory class is for adults with little or no welding experience. Training concentrates on GMAW and SMAW skill and includes: welding safety, symbols, blueprint reading, and hands on experience using TIG, MIG, stick, heavy plate, and sheet metal. Aluminum welding is discussed. Classes do not include pipe welding.

Monday, Tuesday, & Thursdays, 5:30 - 9:00pm
March 9, 10, 12, 16, 17, 19, 23, 24, 26, 30, 31, & April 2
42 hrs - Fee: $460 - No senior discounts
Room B121 (Limit 8)

**Welding II**
Intermediate welding class is for Level 1 training completers or students who have industrial experience. Learn safety, blueprint reading, welding symbols; practice thermal cutting processes; practice all common welding processes in a variety of positions; and have an opportunity to specialize in one welding process as a major focus with significant practice. Materials included in the price.

Monday, Tuesday, & Thursdays, 5:30 - 9:00pm
April 6, 7, 9, 13, 14, 16, 20, 21, 23, 27, 28, 30
42 hrs - Fee: $460 - No senior discounts
Room B121 (Limit 8)

**WELDING CONT...**

**Welding III**
Job preparation advanced welding class is for Level 2 program completers or students with significant industrial welding experience. Students may choose to prepare for an AWS certification test or practice various welding positions needed when taking a welding test for employment. Students will get significant practice time, review blueprint reading, and review welding symbols. Course training prepares for:
1) Heavy plate test for GMAW in the horizontal position
2) Sheet metal test for GMAW in the overhead position
3) Heavy 2” plate test for SMAW in ALL positions
4) Heavy 1” plate for FCAW in ALL positions

Monday, Tuesday, & Thursdays, 5:30 - 9:00pm
May 4, 5, 7, 11, 12, 14, 18, 19, 21, 26*, 27, 28
*Due to Memorial Day there will be no class on 5/25. Class will meet on Tuesday 5/26 42 hrs - Fee: $460 - No senior discounts
Room B121 (Limit 8)

**Note:** All welding students will need to provide a helmet/shield, a jacket, gloves and appropriate footwear.

**INTERESTED IN TEACHING A**

![Millstream Career Center Logo]

**ADULT EDUCATION COURSE?**

Contact Assistant Director
Justin Shank
jshank@mcc.center
(419) 425-8256
for more information
**GENERAL INFORMATION**

Please read registration, withdrawal, & cancellation policies.
To register visit http://bit.ly/millstreamadultedreg or call (419) 425-8214

**Registration Policy**
We request that registration be made two (2) weeks prior to the class start date. Late registrations will be accepted on a case by-case basis if accompanied by credit card info or full cash, check or money-order payment.

**Payment Options**
We accept MasterCard, VISA, Discover or American Express credit card payments at the time of enrollment by phone or online. Personal checks, cash and money-order payments are also accepted.

Processing for payment options is as follows:

**OPTION 1:** Please supply credit card information when registering. No charge will be applied to your card until class occurs. You can also set up an account at https://www.spsezpay.com/Findlay and pay by selecting Millstream Adult Education and entering the amount.

**OPTION 2:** Cash, check, or money order payments made out to Findlay City Schools should accompany registration or be received at least three (3) days after you register.

**Senior Citizen Discount**
Senior Citizens 60 & over will receive a 10% Discount on most classes. We cannot discount supplies so some classes have a separate “Seniors” discounted fee listed.

*The 10% discount does not apply to welding.*

**Cancellation Policy**
We don’t like to cancel classes but we reserve the right to cancel a class if monies derived from tuition are not enough to pay for the instructional costs. If a class is cancelled, you will be notified by phone or e-mail three (3) days prior to class start date and receive a full refund. Evening classes will be cancelled due to inclimate weather status as of 2:00pm. Cancellations will be listed on our social media pages.

**Certificates**
A certificate of completion will be awarded to each student who attends at least 80% of scheduled classes and satisfactorily completes the required work.

**Locations**
Classes are held at one of these locations:
Millstream Career Center, 1150 Broad Avenue
Findlay High School, 1200 Broad Avenue

**Withdrawal Policy**
If you need to withdraw from a class, please contact our office and Withdrawals will be subject to the following schedule of fees according to the date we receive your call:
1) One week prior to start date - receive a full refund.
2) Three to six (3-6) days prior to start date - $15 registration fee will be charged.
3) Two (2) days or less - No Refund. You will be charged the full class fee.