

Fall is the perfect time to improve skills or learn new ones at Cuyahoga Valley Career Center

Enjoy learning new skills or improving existing ones in a relaxed environment and convenient location. Keeping your skills current is crucial in today's highly competitive job market. CVCC offers classes that include computer basics, keyboarding, Microsoft applications, graphic design, basic accounting and business management courses.

Business programs give managers and supervisors the tools they need to improve their leadership skills. From coaching and supervision to simplifying work and home, CVCC provides practical strategies to help managers be more effective. Individualized training for entrepreneurs and those expanding to the global marketplace is available in classes such as Creating a Dynamic Website, and Spanish for Business & Finance.

Cuyahoga Valley Career Center offers a variety of programs that will advance your skills in the industrial trades. Classes offer hands-on instruction and related train-

ing. Machine technology courses include CNC training using MasterCam software for design and programming. Also available are HVAC (basic, heating, cooling and certification), PLC Technician, Automotive, AutoCAD and Architectural Blueprint Reading.

Personal Interest and Leisure classes are available to help you unleash your creativity, learn to relax, or simply have some fun. Courses include various styles of dance, retirement strategies, digital photography, selling on e-bay, sign language, yoga and Pilates. Choose from a wide range of evening and Saturday courses for your personal and professional development.

Their mission is to help you achieve your next level of success!

Their newly designed website www.cvccworks.com has a complete listing of courses offered at CVCC and through their new online program. Prepare for your future beginning this Fall.

GAZETTE, OCTOBER 8, 2008

Volunteers needed to teach English language

The *Cuyahoga Valley Career Center* located in Brecksville offers classes free of charge to adults who would like to complete their GED requirements and/or those that want to learn to speak the English language.

Daytime classes:

Tuesday and Thursday 1:00 p.m.-3:00p.m

or

Evening classes:

Monday and Wednesday 6:30-8:30 p.m.

Teachers and volunteer-tutors assist students in reaching their goals. Volunteer

tutors are needed to assist in improving reading, writing and math skills and preparing for the GED test or helping students learn the English language. Volunteers are asked to work *one night a week*. Schedules are *flexible* enough to include retirees that travel.

No lesson planning is required of the tutor; classroom teacher prepares everything for you!

To learn how to volunteer in the adult literacy program please call Gayle at 440-572-6596.