



# ADULT WORKFORCE DEVELOPMENT 2018-19 BROCHURE



WFD

## *Careers Begin Here*

Discover the Training Program that's Right for You!

### ORIENTATION NIGHTS

Wednesdays  
5:30—6:30 pm

June 27  
July 11, 18, 25  
August 8, 15

A Complex Room 104

Call Now to Register  
x 1009

- Tour our campus
- Meet our Guidance Counselor and Instructors
- Get answers to your questions about Financial Aid
- Learn about the Enrollment process



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# INFORMATION

## FULL-SERVICE CENTER

Ashtabula County Technical & Career Center Workforce Development has earned the designation by the Ohio Department of Education as a Full-Service Center. We provide a wide range of programs designed to meet changing workplace training needs. As a Full-Service Center, we offer job assessment, employee testing and assessment, technical skills training, customized training for business and industry needs, seminar development, job profiling, career counseling and WorkKeys. We also offer student support services which include: Aspire Program, HSE testing, job placement and financial aid assistance.

## MISSION

The Ashtabula County Technical & Career Campus, in partnership with the wider educational, economic, and civic community, provides innovative, personalized education/training opportunities within a safe, supportive environment to enhance the quality of student and community life.

## LOCATION

The Ashtabula County Technical & Career Campus is a 250-acre campus located 3.5 miles east of Jefferson, Ohio at the intersection of Route 167 and Garrett Road. Directions can be found on our website.

## OFFICE HOURS

Monday—Thursday	8:00 am—9:30 pm
Friday	8:00 am—4:30 pm

## STAFF DIRECTORY

<b>Registration</b> .....	440.576.6015 x 1009
<b>Jerome Brockway Ph.D.</b> .....	440.576.6015
Superintendent	
<b>Ken Porter</b> .....	440.576.5505
WFD Director	
<b>Bryan Dobos</b> .....	440.576.6015 x 1011
Evening Coordinator	
<b>Andrew Kelner</b> .....	440.576.5547
• Community Outreach	
Coordinator	
• Safety Council	
<b>Guidance Counselor</b> .....	440.576.6015 x 1077
<b>Nancene Seese</b> .....	440.576.5506
Financial Aid	
<b>Jeffery Seth</b> .....	440.576.5599
Aspire and	
Youth Opportunities	
Supervisor	

## EQUAL OPPORTUNITIES

The Ashtabula County Technical & Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

*Student Guidelines are subject to change. Full list of policies available online.*

The A-Tech Workforce Development staff of trained professionals will help you through the admissions process, from course registration through the completion of financial aid applications and any testing that may be required. Admission is open to anyone 18 years of age or older.

### \*Registration for Full-Time Programs

Must be accompanied by a non-refundable \$50 fee that is applied toward tuition. To enroll, all students must attend a mandatory orientation, complete an enrollment agreement, provide proof of high school diploma or GED and undergo our WorkKeys Assessment.

### \*Registration for Part-Time Programs

All non-refundable tuition is paid in full upon registration. A-Tech accepts MasterCard, Visa, Discover, and American Express.

## TUITION & FEES

### \*Full-Time Programs (300-1500 Clock Hours)

Students must have an approved financial aid package or a method of payment in place to cover their program paid prior to the start of classes. To register for classes, all students must pay a \$50 non-refundable registration fee. Students participating in Federal Financial Aid programs may attend classes while their aid is being finalized. Any money due A-Tech will be credited to accounts directly from the Federal Financial Aid programs before any money is disbursed to the student.

### \*Part-Time Programs (Less than 300 Clock Hours)

Non-refundable payment in full is due upon registration at least two weeks before the program starts.

**\*Employer-Paid Programs** A letter from the employer must accompany registration. If the employer discontinues tuition payment, the student is responsible for the payment of any remaining tuition.

**\*Tuition costs are subject to change.**

## WFD GUIDANCE COUNSELOR

If you have questions about your career choices, make an appointment with our Guidance Counselor who will provide you with career and educational counseling. Our counselor will help you evaluate your abilities, interests, talents and personality to develop realistic academic and career goals.

**Call 440.576.6015 x 1077**

## A-TECH SCHOOL CODE: 015449

Financial aid is available for those who qualify. The first step is to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA determines eligibility. The most common types of Federal Financial Aid are the Pell Grant and Direct Loans. The FAFSA must be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and signed electronically with an FSA ID number that is obtained at <https://fsaid.ed.gov>.

- **PELL GRANTS** Students enrolled in 600–1500 clock-hour programs may qualify for a federal Pell grant.
- **STUDENT LOANS** Students enrolled in 300-1500 clock-hour programs may qualify for Direct Loans, which are federally funded and available in Subsidized and Unsubsidized. All loans must be repaid. Visit [www.studentloans.gov](http://www.studentloans.gov).

• **PAYMENT PLANS** Students enrolled in full-time and part-time programs may be eligible for a personalized payment plan.

• **ODJFS** The Ohio Department of Job & Family Services and Ohio Means Jobs, Ashtabula County, provides financial assistance to economically disadvantaged, unemployed, underemployed, dislocated workers and displaced homemakers.

## VETERANS ASSISTANCE

Benefits are available to veterans and their dependents. Visit [www.gibill.va.gov](http://www.gibill.va.gov) to find out if you or a family member qualify.

## DISCOUNTS

- **SENIORS** Golden Buckeye Card holders will receive a 10% tuition discount.
- **NON-PROFIT ORGANIZATIONS** 501C3 non-profit organizations.
- **COMPANIES** Reduced rates available to companies enrolling two or more employees in any A-Tech program.

**FRANKLIN UNIVERSITY** Through an agreement with Franklin University, our graduates may transfer up to 24 college credits from our programs, such as AUTOMOTIVE TECHNOLOGY, BUSINESS OFFICE SPECIALIST, COSMETOLOGY, INDUSTRIAL MAINTENANCE AND LPN towards bachelor's degree majors. Busy adults benefit from the convenient online format and the ability to fit classes into their daily schedule. In addition to a maximized transfer credit program, Franklin offers the lowest tuition of any four-year independent college in Ohio and among the lowest 10% in the country.

Adult Workforce Development of the Ashtabula County Technical & Career Campus is accredited by the Accrediting Commission of Career Schools and Colleges.



The Ashtabula County Technical & Career Campus Adult Workforce Development works hard to maintain the highest standards and is proud to be accredited, affiliated and approved by the following professional associations:



Accreditation and approving agencies for A-Tech Workforce Development Adult programs include:

- American Welding Society
- Department of Commerce
- Ohio Construction Industry
- Element Materials Technologies Testing Laboratories (Welding)
- Human Resources Certification Institute (HRCI)
- National Automotive Technicians Education Foundation (NATEF)/National Institute for Automotive Service Excellence (ASE)
- National Health Career Association
- Northeast Ohio Indoor Mechanical Specialists (NEOIMS)
- Office Proficiency Assessment & Certification (OPAC)
- Ohio Department of Public Safety
- Ohio State Board of Nursing Education and Nurse Registration
- State of Ohio Board of Cosmetology
- State of Ohio Environmental Protection Agency

## TURN YOUR CAREER TRAINING INTO COLLEGE CREDIT

Career-Technical Credit Transfer (CT)<sup>2</sup> is a collaborative effort whereby students are awarded college credit for agreed-upon technical knowledge and skills in equivalent courses/programs that are based on recognized industry standards. (CT)<sup>2</sup> helps adult career-technical students go to college and enter with college credit and saves students money and time. A-Tech graduates from the LPN AND AUTOMOTIVE TECHNOLOGY programs are eligible for (CT)<sup>2</sup> credit.

<http://www.ohiohighered.org/transfer/ct2>

# CAREER DEVELOPMENT

## Cosmetology

This program thoroughly prepares a student for the Ohio State Board of Cosmetology exam and includes all lab skills and classroom theory knowledge.



*Content Includes:*

- Hair Coloring and Foiling
- Hair Styling
- Hair Cutting
- Permanent Waving
- Relaxing
- Manicuring and Artificial Nails
- Spa Services includes Facials, Waxing and Tanning Certification

**State Certified**  
**1500 Hours**      **\$11,100**  
**M-TH**      **2:30-9:30 pm**  
**Summer**      **8:30 am-3:30 pm**  
**09/04/2018—12/19/2019**

*College Credit Offered by Franklin University*

*Tuition Includes:*

- Ohio State Board of Cosmetology Application and License Fees
- Books and Supplies



**Bright Outlook**

Location	Pay Period	2017	2026 Employment Growth
Ohio	Yearly	\$24,850	+12%

## Business Office Specialist

This course is designed to develop business training and educational competencies required of a student for entry-level employment in office careers such as: Administrative Assistant, Personal Assistant, Records Clerk, Receptionist, Accounting Clerk or Data Entry Clerk. Earn up to 33 different certifications through the Office Proficiency Assessment & Certification.

*Content Includes:*

- Clerical Module
- Microsoft Word I & II
- Microsoft Excel I & II
- Microsoft Access
- Microsoft PowerPoint
- QuickBooks I & II
- Accounting Module
- Law Office Procedures
- Transitions
- 80-Hour Externship



**600 Hours**      **\$4,750**  
**M-TH**      **5:30-9:30 pm**  
**09/04/2018—05/30/2019**

*College Credit Offered by Franklin University*



**Bright Outlook**

Location	Pay Period	2017	2026 Employment Growth
Ohio	Yearly	\$31,500	+1%

## Medical Administrative Assistant

The primary goal of this course is to provide a student with basic knowledge of administrative functions in a medical office. Completion of this course will prepare a student with basic office skills for an entry-level position as a Medical Administrative Assistant.

*Content Includes:*

- Clerical Skills
- HIPPA Rules and Regulations
- Collections/Follow-Up
- Billing/Collections
- Medical Terminology
- Microsoft Office
- Insurance Forms
- Insurance Patient/Client
- Electronic Medical Records
- Types of Insurance/Reimbursement
- 80-Hour Externship

**600 Hours**      **\$5,700**  
**M-TH**      **5:30-9:30 pm**  
**09/04/2018—05/30/2019**



Upon successful completion of this program, students will be eligible to earn National Certifications through the National Health Career Association in the following areas. Exam costs are included in tuition.

- Medical Administrative Assistant
- Billing and Coding Specialist
- Electronic Health Records

**Bright Outlook**

Location	Pay Period	2017	2026 Employment Growth
Ohio	Yearly	\$34,610	+15%

# CAREER DEVELOPMENT

## Certified Patient Care Technician

This program prepares the student for an entry-level position as a Patient Care Technician. Emphasis is on technical skills necessary to perform personal care to complex patients and implementation of select portions of care plans, including respiratory services and rehabilitation services.

### Content Includes:

- Medical Terminology
- Anatomy and Physiology
- Ethics and Legal Considerations
- General Patient Care
- CPR and First Aid
- Home Health Care
- EKG
- Phlebotomy
- Electronic Medical Records
- Computer Training
- 100-Hour Externship

Prerequisite: STNA preferred

**600 Hours**      **\$5,950**  
**M-TH**      **5:30-9:30 pm**  
**09/04/2018—05/23/2019**



Upon successful completion of this program, students will be eligible to earn National Certifications through the National Health Career Association in the following areas. Exam costs are included in tuition.

- Patient Care Technician
- Phlebotomy
- EKG

### Bright Outlook

Location	Pay Period	2017	2026 Employment Growth
Ohio	Yearly	\$32,480	+15%

## Licensed Practical Nursing

Licensed Practical Nursing is a program emphasizing general nursing skills, including medication administration. This program prepares students to take the state licensing examination. Employment opportunities in practical nursing continue to be abundant. The license can be transferred to any state.

### Content Includes:

- Care of Adults and Children (Including Obstetrics)
- Medication Administration
- IV Therapy
- Communication
- Leadership Skills
- Patient Teaching



*(Subject to Change)*

**1500 Hours**      **\$12,000**  
**M-F**      **8:00 am-3:30 pm**  
**September, 2018-August, 2019**

College Credits Offered by Franklin University



*A pre-registration aptitude and general knowledge test is required for admission and is administered at A-Tech. Call 440.576.5545 for details.*

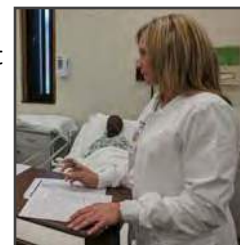
### Bright Outlook

Location	Pay Period	2017	2026 Employment Growth
Ohio	Yearly	\$45,030	+12%

## LPN to RN Diploma

The LPN to RN Diploma Program at A-Tech offers a unique educational environment that understands the learning needs of the LPN and can facilitate the educational transition to the role of the Registered Nurse. The close interaction with faculty, small group atmosphere, superior technology and supportive environment is the ideal setting for a student to reach professional goals.

The program will prepare the student to work in a variety of healthcare settings with culturally diverse seniors, adults, adolescents, children and infants. Students will learn critical thinking skills, medical assessment skills, and interventions that promote and restore health.



Students will explore a holistic approach to nursing care of the childbearing and childrearing family, as well as the patient experiencing physical and mental health problems.

Throughout the program, the student will be participating in classroom study, laboratory practice, simulation, self-directed exploration, and dynamic clinical experiences that will prepare you for the demands of a rewarding nursing profession.

*(Subject to Change)*

**1403 Hours**      **\$14,000**  
**T-F**      **7:00 am-3:30 pm**  
**September, 2018-August, 2019**

### Bright Outlook

Location	Pay Period	2017	2026 Employment Growth
Ohio	Yearly	\$70,000	+15%

# CAREER DEVELOPMENT

## Automotive Technology

Prepare for the Automotive Service Excellence (ASE) Certificate Exam. This program includes both classroom and lab instruction.

The program is divided into modules which meet or exceed ASE instructional requirements.

### AUTOMOTIVE ASE CERTIFICATION MODULES

MODULE	TERM
Manual Drive Train & Axle	100 Hours
Engine Repair	120 Hours
Brakes	105 Hours
Steering/Suspension	95 Hours
HVAC	95 Hours
Electrical/Electronics	230 Hours
Engine Performance *	220 Hours
Automatic Transmission/Transaxle	125 Hours

\* Prerequisite: Electrical / Electronics Module



**1090 Hours**      **\$9,400**  
**M-TH**      **6:00-10:15 pm**  
**10/08/2018—03/12/2020**

College Credit Offered by Franklin University

Tuition Includes:

- Torque wrench, brake tool set and a volt ohm meter. Successful graduates are eligible for a \$400 voucher to use toward auto tools
- ASE student assessment for each module which shows competency levels for the ASE objectives
- EPA 609 Certification

Bright Outlook

Location	Pay Period	2017	2026 Employment
Ohio	Yearly	\$39,550	+7%

## HVAC—Heating, Ventilation and Air Conditioning

Qualify for employment in various heating and air conditioning shops and businesses. The program covers recent legislation regarding environmental control for Freon recovery, safety and laws.

Content Includes:

- Light Commercial AC
- Residential Air Conditioning
- Refrigeration
- Heating Systems
- Troubleshooting

Students can earn two EPA certifications. Certification costs are included in tuition.

- Environmental Protection Agency (EPA) 608 Certification
- Universal Safety R410 Certification

**300 Hours**      **\$4,200**  
**T & TH**      **6:00-10:15 pm**  
**09/04/2018—06/20/2019**

- College Credit Offered by Franklin University
- Ohio Construction Industry Licensing Board (HVAC)

green Bright Outlook

Location	Pay Period	2017	2026 Employment
Ohio	Yearly	\$47,080	+15%



**Environmental Protection Agency 608 and Universal Safety R410**

Certification exams are now administered by A-Tech Workforce Development

EACH EXAM \$75

CALL 440.576.6015 x 1011 FOR DETAILS AND DATES

## Industrial Electricity

Training for entry-level employment or advancement into maintenance positions in shops and factories.

Content Includes:

- Fundamental Concepts of Electricity
- Network Analysis of AC/DC Circuits
- Fundamental Concepts of Circuit Theory
- AC Drives
- Electrical and Machine Control Building Troubleshooting
- Intro to Programmable Logic Controls (PLC)

**300 Hours**      **\$4,200**  
**M & W**      **6:00-10:15 pm**  
**09/05/2018—06/19/2019**

- College credit offered by Franklin University
- 10-Hour OSHA Certification



green Bright Outlook

Location	Pay Period	2017	2026 Employment
Ohio	Yearly	\$42,580	+7%

## Industrial Electricity/HVAC

A combination of Industrial Electricity and HVAC prepares students for positions in HVAC shops and businesses, as well as maintenance positions in industry.

**600 Hours**      **\$8,400**  
**M-TH**      **6:00-10:15 pm**  
**09/04/2018—06/20/2019**

College Credit Offered by Franklin University

# CAREER DEVELOPMENT

## Industrial Maintenance

The Industrial Maintenance program is a diverse program providing the skills needed for today's Industrial Maintenance Technician.

*Content Includes:*

- Intro to Machining
- Shop Math
- Blueprint Reading/Schematics
- OSHA 10-Hour
- Welding
- Jig and Fixtures
- CNC
- Hydraulics/Pneumatics
- Intro to Electricity
- PLC
- Pumps/Valves

**600 Hours**      **\$8,600**  
**M-TH**      **6:00-10:15 pm**  
**09/04/2018—06/20/2019**

*College Credit Offered by Franklin University*



green		Bright Outlook	
Location	Pay Period	2017	2026 Employment Growth
Ohio	Yearly	\$45,540	+7%

## Industrial Welding

Industrial Welding is a complete Welding program offering training in Stick, MIG and TIG processes. The students will learn Oxyacetylene Cutting, Blueprint Reading and Basic Math.



Two certification tests are included in tuition. Additional certifications are an additional cost. Tuition must be paid before certifications are processed.

*Content Includes:*

- Basic AWS Welding Symbols
- SMAW Beginning Welding
- SMAW Intermediate Welding
- SMAW Advanced 1" Groove
- GTAW 1/4" Fillet Weld
- GMAW 3/8" V-Groove

**300 Hours**      **\$4,950**  
**T & TH**      **6:00-10:15 pm**  
**09/04/2018—06/20/2019**

*College Credit Offered by Franklin University*



green		Bright Outlook	
Location	Pay Period	2017	2026 Employment Growth
Ohio	Yearly	\$40,240	+7%

## IMPAC—Industrial Maintenance Pathway of Ashtabula County

**NEW** This Industrial Maintenance program provides basic to high-level skills for the Electrical, Fluid Power, and Mechanical Maintenance Industry. Emphasis is placed on hands-on training, as well as computer virtual interactivity and eLearning to accelerate learning and improve effectiveness.

Once enrolled in the program, students are pre-tested to locate skill caps to develop a specifically focused training program.

*Content Includes Hands-On Trainers in:*

- Basic Electrical Machines
- DC Generators
- Electric Motor Control
- Relay Controls
- Hydraulics
- Hydraulic Troubleshooting
- Pneumatics
- Pneumatic Troubleshooting
- Siemens PLC
- Mechanical Drives
- Centrifugal Pump

**300 Hours**      **\$9,350**  
**M & W**      **6:00-10:15 pm**  
**09/05/2018—06/19/2019**

**Bright Outlook** Bright Outlook occupation means this occupation is expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations.

**green** Green occupations will likely change as a result of the green economy. Green economy activities and technologies are increasing the demand for occupations, shaping the work and worker requirements needed for occupational performance, or generating new and emerging occupations.

Projected Annual Job Openings refers to the average annual job openings due to growth and net replacement.

Career Outlook Reference

[www.onetonline.org](http://www.onetonline.org) & [www.careeronestop.org](http://www.careeronestop.org)

Sources: National Data Source: Bureau of Labor Statistics, Office of Occupational Statistics, and Employment Projections

State Data Source: Ohio Bureau of Labor Market Information, Office of Workforce Development, Department of Job & Family Services.

# CAREER ENHANCEMENT

## Auto Body Introduction

An introduction to the art of auto body repair. Students learn types of tools needed, small dent repair, plastic fill, sanding and the use of paint guns, paint and primers and finishing. Basic MIG welding included.

**60 Hours**                    **\$600**  
**T & W**                    **6:00-9:30 pm**  
**09/18/2018—11/14/2018**

## Advanced Auto Body

This is an advanced course that includes part replacement, such as hoods and fenders, light-hit damage repair, quarter panel replacements and light frame pulling.

**100 Hours**                    **\$900**  
**T & W**                    **6:00-9:30 pm**  
**01/08/2019—04/24/2019**

## 30-Hour Welding

Welding training that is customized for the student's needs. Training can be completed in as few as five weeks. Students may take successive 30-hour classes to work on certifications. All certification tests are an additional expense.

**30 Hours**                    **\$850**  
**Open**                    **6:00-9:00 pm**  
**Call 440.576.6015 x 1011**

## 40-Hour Pipe Welding

This course is designed for anyone wishing to obtain certification on 6" or 2" pipe. Training completed in only ten classes. All certification tests are an additional expense.

*Prerequisite: Work experience, hands-on test or 30-Hour Stick Welding course*

**40 Hours**                    **\$800**  
**6:00-10:00 pm**  
**Call 440.576.6015 x 1011**

## Industrial Basics

### • AC/DC Electrical

**38 Hours**                    **\$775**

### • Electrical Motor Control

**60 Hours**                    **\$1,290**

### • Hydraulics

**72 Hours**                    **\$2,135**

### • Mechanical Drives I

**34 Hours**                    **\$400**

### • PLC Siemens

**43 Hours**                    **\$2,060**

### • Pneumatics

**45 Hours**                    **\$1,595**

### • Process Control

**55 Hours**                    **\$900**

### • Relay Controls

**13 Hours**                    **\$475**

### • Rotating Electrical Machines

**45 Hours**                    **\$1,595**

**Call 440.575.5505**

## High-Pressure Boiler Operator

Prepare for the State of Ohio High Pressure License Exam. Course includes all phases of care and operation of Low- and High-Pressure Boilers, Draft Control, Feed Water, Water Treatment, Combustion, Regulators, and Code Requirements. Test is an additional expense.

*Prerequisite: Practical experience as a Steam Engineer, Boiler Operator, Helper or Repairman*

**75 Hours**                    **\$950**  
**M & W**                    **6:30-9:30 pm**  
**Call 440.576.5547**

*Ohio Department of Commerce*

## CAD—Computer-Aided Drafting

CAD is a detailed course on the use of AutoCad. Approximately 90% of the course is lab instruction, which allows students to practice concepts within their own discipline, such as Mechanical or Architectural.

- Third-Angle Projection
- Dimensioning Techniques
- Sections/Aux Views
- Detail and Assembly Drawings

**80 Hours**                    **\$975**  
**M & W**                    **6:00-9:00 pm**  
**01/07/2019—04/17/2019**



## SolidWorks

This is an integrated course in Solid Works Essentials, Drawing Creation and Advanced Part Modeling. This course is a must for anyone interested in mechanical design or engineering. Students first learn how to develop production-level parametric models and then focus on the drafting techniques needed to create and detail drawings. During advanced modeling, students will develop free-form shapes and working assemblies.

**60 Hours**                    **\$700**  
**M & W**                    **6:00-9:00 pm**  
**09/10/2018—11/14/2018**  
**T & TH**                    **6:00-9:00 pm**  
**04/02/2019—06/13/2019**



# CAREER ENHANCEMENT

## Introduction to Machine Trades

This course will introduce the student to a number of the machines and processes used in industry.

*Content Includes:*

- Milling Machines
- Lathe Work (Including Threading)
- Surface Grinding
- Shop Math
- Measurement
- Tools

**95 Hours**                      **\$800**  
**T & TH**                      **6:00-10:15 pm**  
**11/08/2018—02/12/2019**

## CNC—Computerized Numerical Controls

This course prepares the student for CNC programming, machine set-up and machine operations. The course begins with the basics of CNC and how CNC controls work. Students will write programs in G code for both milling machines and lathes using Centurion controls. In addition, the course provides an overview on CAD/CAM software.

*Prerequisite: Work experience or Introduction to Machine Trades*

**95 Hours**                      **\$975**  
**T & TH**                      **6:00-10:15 pm**  
**02/19/2019—05/16/2019**



## PLC—Programming Logic Controls

This program includes both modules below and covers a comprehensive range of Programming Logic Controls (PLC) from basic understanding to advanced programming techniques.

**120 Hours**                      **\$1,850**

### • Module #1—Intro to PLCs

PLC applications and functions using PLC software. Basic troubleshooting using PLC trainers. Entry level programming fundamentals using internal counters, timers and basic math.

**80 Hours**                      **\$1,300**  
**T & TH**                      **6:00-9:00pm**  
**09/25/2018—01/17/2019**



### • Module #2—Advanced PLCs

Advanced programming fundamentals, data handling instructions, analog I/O and memory areas. Networking with, and use of, human machine interface (HMI) controls and advanced PLC troubleshooting.

*Prerequisite: Module 1*

**40 Hours**                      **\$550**  
**T & TH**                      **6:00-9:00pm**  
**01/22/2019—03/14/2019**

## Customized Training

A-Tech Workforce Development recognizes the increasing demand for training specifically designed to meet the individual needs of business and industry.

Our Systematic Training Program (STP) includes a needs assessment, the administration of standard or customized pre-placement tests, a course outline and curriculum and efficient and effective training.

- Aptitude Testing  
*How quickly can a person learn the job?*
- Skills Testing  
*What skills does a person bring to the job?*
- Achievement Testing  
*At what level does a person read/do math?*
- Occupational Interest  
*What kind of work does a person prefer?*

Use our objective evaluations to help you with job profiling, skills assessments and instructional support.

- No long-term commitments
- Immediate feedback on employee progress
- Company training, tracking and history
- Individual employee training profiles
- Multiple employee assessment choices
- Customized training units
- Customized training hours
- Customized course duration
- Direct company input to curriculum
- Training placement tests
- On-site testing at company's convenience
- Credits fully transferable to apprenticeship programs

Customized and cost effective. It's never been easier to ensure your workforce has the unique skills to keep your organization competitive. We help business and industry manage their most valuable resource—PEOPLE.

# CAREER ENHANCEMENT

## STNA—State Tested Nursing Assistant

The STNA Program prepares candidates to pass the Ohio certification test and work in skilled nursing, long-term care, rehabilitation, hospital and home healthcare.

Students spend classroom time working with text while practicing their skills in classroom medical settings.

Students receive 16 hours of hands-on clinical training in a partnering nursing facility. During the clinical experience, students deliver care to residents under the supervision of experienced STNAs and our program instructors.

**80 Hours**                      **\$600**  
**M-TH**                      **5:00-9:30 pm**  
*(and two Saturday Clinicals)*

- 09/10/2018—10/08/2018
- 11/19/2018—12/18/2018
- 02/25/2019—03/21/2019
- 05/13/2019—06/10/2019

**Call 440.576.5547**

*Tuition Includes :*

- Text and Workbooks
- Two Uniforms
- BCI Background Check
- State Exam Fee



## Medical Readiness

A FREE foundation course designed to help you prepare for success in any health-related educational program!

There is a mandatory orientation session the first day of class.

*Content Includes:*

- Vocabulary and Terminology
- Test Taking and Study Skills
- Related Math Skills

Successful completion of this class will add ONE point towards the Knoedler School of Practical Nursing pre-entrance selection process.

**30 Hours**                      **FREE**  
**Class Begins January, 2019**

**Call the Aspire Office**  
**440.576.5599 to enroll**



## Emergency Medical Responder

This program is designed for those in law enforcement, education, business or industry who need the skills to respond to accident or illness emergencies. Program includes an overview of trauma and medical care.

Upon successful completion of this program, students will be eligible to sit for the National Register exam to become certified. Textbook is included in tuition.

**40 Hours**                      **\$750**  
**Call 440.576.6015 x 1009**

*This program is not suitable for paid professional firefighters.*

## Emergency Medical Technician Basic

This program includes emergency victim care, emergency vehicle driving, vital signs, in-hospital training and clinical experience.

*Certificate Requirements:*

Successful completion of US/DOT National Standard Curriculum for Emergency Medical Technician Basic through programs accredited by the Department of Public Safety, Division of Emergency Medical Services, State Board of EMS. Individual accredited programs may exceed the hours with justification and approval of the State Board.

**186 Hours**                      **\$1,250**

**Classes Begin Second Week of September, 2018 and January, 2019**

**Call 440.576.6015 x 1009**



## Firefighter

Firefighter programs are available on demand at A-Tech. Cost of books is not included in tuition.

**VOLUNTEER**                      **\$625**

**FIREFIGHTER I**                      **\$976**

**FIREFIGHTER I & II**                      **\$1,450**

**Classes Begin Second Week of September, 2018 and January, 2019**

**Call 440.576.6015 x 1009**

## Microsoft Word I & II

Introduction to processing computerized documents such as typed letters, resumes, newsletters and flyers. Learn various commands, including how to merge and insert tables and columns.

**30 Hours Each** \*\$230  
M & W 5:30-9:30 pm

Word I 10/08/18—10/31/18  
Word II 10/31/18—11/28/18

\*Take both Word I and II for \$425

## Microsoft Excel I & II

Introduction to processing computerized spreadsheets. Learn how to build, setup, format and manipulate spreadsheets and the use of formulas and graphs.

**30 Hours Each** \*\$230  
M & W 5:30-9:30 pm

Excel I 12/03/18—01/07/19  
Excel II 01/07/19—02/04/19

\*Take both Excel I and II for \$425

## Microsoft Access

Introduction to building electronic files. Sort, search and build forms for easier data entry.

**20 Hours** \$215  
M & W 5:30-9:30 pm  
02/06/2019—02/20/2019

## Microsoft PowerPoint

Introduction to building the perfect computerized presentation. Use animation, sound and colorization to market, train and inform.

**28 Hours** \$230  
M & W 5:30-9:30 pm  
02/25/2019—03/21/2019

## QuickBooks I

A hands-on introduction to QuickBooks that includes Chart of Accounts, Banking, Customers, Vendors, Sales, Inventory, Payroll and Reporting. This material will provide the student with a working knowledge of the day-to-day tasks that can be accomplished in QuickBooks.

**30 Hours** \$230  
M & W 5:30-9:30 pm  
04/08/2019—05/01/2019

## QuickBooks II

This course builds on QuickBooks I to set up and maintain two sample companies: one a merchandise company and one a service company. All aspects of QuickBooks are incorporated in the activities of these two companies and advanced features are also reviewed.

**30 Hours** \*\$230  
M & W 5:30-9:30 pm  
05/01/2019—05/28/2019

\*Take both QuickBooks I and II for \$425

Earn Certification in OPAC  
when you take any Microsoft  
or QuickBooks class!



## Manicuring

Training and supplies provided to prepare for the Ohio State Board of Cosmetology exam to become a licensed manicurist.

**State Certified**  
**200 Hours** \$1,800  
M—W 5:30-9:30 pm  
01/14/2019—05/22/2019

## Cake Decorating

Course includes foundations basic baking, buttercream icing, fondant, gumpaste and wafer paper flowers.

**24 Hours** \$275  
WED 6:00-9:00 pm  
09/05/2018—10/24/2018  
01/30/2019—03/20/2019

## Designer & Sculpted Cakes

Course includes classic and southern sugar flowers, sugar berries, leaves and blossoms, designer handbag cake and sculpted wine barrel with grapes and leaves.

**24 Hours** \$275  
WED 6:00-9:00 pm  
10/31/2018—12/19/2018  
04/03/2019—05/22/2019



A-Tech, in partnership with ed2go, offers online education courses!

Prepare for employment in some of today's hottest careers with an online Career Training Program.

Features Include:

- Convenient and affordable—courses start at \$105
- 24/7 access
- Self paced
- Instructor-led format
- Books and materials included
- Facilitators and mentors available
- Certificate of Completion

**Over 300 Online Courses**  
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**WORKFORCE DEVELOPMENT**

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**POSTAL CUSTOMER**

**Apprenticeship Programs**

The A-Tech Workforce Development four-year apprenticeship programs are approved through the U.S. Department of Labor and provide advance training for Machinist/Tool & Die Makers, Industrial Maintenance Mechanics and Industrial Electricians.



Each program requires a minimum of 144 hours of study per year.

Students may elect to take any single 30-hour course on an individual basis for \$500 each.

For details call 440-576-5505 or e-mail [ken.porter@atech.edu](mailto:ken.porter@atech.edu).

**INDUSTRIAL MAINTENANCE MECHANIC APPRENTICE**

**INDUSTRIAL ELECTRICIAN APPRENTICE**

**TOOL & DIE APPRENTICE**



We welcome students with a variety of goals:

- To improve basic math, reading or writing skills
- To prepare for new or better jobs or for training programs or college
- Prepare for the test to earn an Ohio High School Equivalence Diploma
- Improve speaking, reading or writing English for speakers of other languages

All classes are free to everyone

Aspire Adult Learning Centers are located in:

Andover	Conneaut	Jefferson
Ashtabula	Geneva	Orwell



Attending an Aspire Orientation is your first step to a better future

440.576.5599

[ableatech@suite224.net](mailto:ableatech@suite224.net)  
[www.atech.edu](http://www.atech.edu)

Adult Education/Aspire HSE Testing

**High School Equivalency (HSE) Test Information**

- A-Tech is the only state-approved test center in Ashtabula County for the official Ohio Department of Education equivalence exams
- Cost for each test is \$120 and discount vouchers are available for Aspire Students
- Tests are offered monthly and you MUST be pre-registered to take an exam
- Seating is limited
- For more information call **440.576.5599!**



**Find out how you can  
REDUCE YOUR BWC  
PREMIUMS & ENHANCE SAFETY  
by attending a monthly luncheon meeting**

**Ashtabula County Safety Council**  
440.576.5547 | [acsc@atech.edu](mailto:acsc@atech.edu)



The Ashtabula County Safety Council (ACSC) is administered by the Ashtabula County Technical & Career Campus (A-Tech). ACSC is sponsored by the Ohio Bureau of Workers' Compensation (BWC) Safety and Hygiene Division.

**MISSION:** The Ashtabula County Safety Council will provide a forum for information, education and recognition to promote community health, safety and environmental awareness.

**VISION:** To be recognized as a Community Leader in providing innovative Safety Services.

*"The Greater Ashtabula Chamber of Commerce is proud to be a member of the Ashtabula County Safety Council. Through education and networking, the safety council provides support to employers to reduce injuries, increase wellness and earn rebates on premiums. Information on safety and health is ever changing and safety council keeps its members current on the latest developments."*

Lori Johnston, Executive Director  
Greater Ashtabula Chamber of Commerce  
Greater Ashtabula Chamber Foundation



2017 Dixon Greenwood Award Winners:  
The Creative Millwork Safety Committee from Creative Millwork of Ohio, Inc. Joined by ACSC President, Kent Welch, ACSC Manager, Andrew Kelnor and Dixon Greenwood's son, Gerald Greenwood.