



NEW STUDENT ORIENTATION

MEET WITH PROGRAM INSTRUCTORS
VISIT THE LABS
GET ANSWERS ABOUT FINANCIAL AID

5:30 PM — ROOM 104
DR. JEROME R. BROCKWAY
ADMINISTRATIVE COMPLEX

CALL NOW TO SCHEDULE YOUR ORIENTATION — PROGRAM DATES LISTED BELOW



AUTOMOTIVE TECH
IMPAC • MAINTENANCE
WELDING

MAY 20
JUNE 9
JULY 22



ELECTRICITY
HVAC

MAY 26
JUNE 17
JULY 28



BUSINESS OFFICE SPECIALIST
CERTIFIED PATIENT CARE TECH
COSMETOLOGY

JUNE 3
JUNE 23
AUGUST 5

OPEN ORIENTATION FOR ALL PROGRAMS AUGUST 11

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CENTER FOR TRAINING EXCELLENCE

Ashtabula County Technical & Career Center Workforce Development has earned the designation by the Ohio Department of Education as a Center for Training Excellence. We provide a wide range of programs designed to meet changing workplace training needs. As a Center for Training Excellence, 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 Center — 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

R. Scott Wludyga	440.576.6015
Superintendent	
Ken Porter	440.576.5505
Workforce Development Director	
Financial Aid	440.576.5506
Andrew Kelner	440.576.6015 x 1011
Program Coordinator	
Safety Council	
Lynn Leary	440.576.6015 x 1040
Registration	
Sarah Davis	440.576.6015 x 1077
Student Services	
Jeffery Seth	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.

Admission is open to anyone 18 years of age or older.

*Registration for Full-Time Programs

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

*Registration for Part-Time Programs

All nonrefundable tuition must be 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 prior to the start of classes. To register for classes, all students must pay a \$50 nonrefundable 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.

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

Nonrefundable 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 the registration. If the employer discontinues tuition payment, the student is responsible for the payment of any remaining tuition.

**Tuition costs and program are subject to change.*

STUDENT SERVICES

The Student Services Office provides you with career and educational counseling and evaluates your abilities, interests, talents and personality to help you develop realistic academic and career goals.

CLOCK HOURS

Adult Workforce Development of the Ashtabula County Technical & Career Center operates on clock hours. Clock hours are the total number of actual hours a student spends attending class that count toward completing a program of study. If the campus is closed, hours of missed instruction are required to be made up by extending scheduled days. Start and end dates are subject to change.

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 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 600-1500 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

- **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 displaced housewives, economically disadvantaged, under employed, unemployed, and dislocated workers. 440.998.1110

VETERANS ASSISTANCE

Benefits are available to veterans and their dependents. Visit 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** 501(c)(3) non-profit organizations.
- **COMPANIES** Reduced rates available to companies enrolling two or more employees in any A-Tech program.

Adult Workforce Development of the Ashtabula County Technical & Career Campus is accredited by the Council on Occupational Education.



Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
T: 770-396-3898 / F: 770-396-3790
www.council.org



OHIO BOARD
OF REGENTS



Accreditation and approving agencies for A-Tech Adult Workforce Development 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



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.

TURN YOUR CAREER TRAINING INTO COLLEGE CREDIT

Career-Technical Credit Transfer (CT)² 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)² 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)² credit.

CAREER DEVELOPMENT

Cosmetology

This program thoroughly prepares students for the Ohio State Board of Cosmetology exam, including all lab skills and classroom theory.



"All of the instructors are caring, helpful and want you to succeed." Alexandra Smith

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**
08/23/2021—12/15/2022*
**Subject to change*

College Credit Offered by Franklin University

Tuition Includes:

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



Bright Outlook

Location	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$26,090	+1%

Business Office Specialist

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

Content Includes:

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



600 Hours **\$5,400**
M-TH **5:30-9:30 pm**
08/23/2021—05/17/2022

College Credit Offered by Franklin University



"All of the teachers and staff at A-Tech are wonderful—very friendly with a warm welcome. They are ready to help students learn all the programs." Carole Taylor

Bright Outlook

Location	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$34,040	+1%

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 gain meaningful experience in the classroom while practicing their skills in a medical lab setting.

We partner with nursing facilities to provide 16 hours of hands-on clinical training. During the clinical experience, students deliver care to residents under the supervision of experienced STNAs and our program instructors.

80 Hours **\$600**
Open **4:30-10:00 pm**
(and two Saturday Clinicals)
Call 440.576.5547

"The class was very informative. The instructor was very invested in our education. 10 out of 10—would definitely recommend!" Amber Luce

Tuition Includes:

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



Bright Outlook

Location	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$29,660	+8%

CAREER DEVELOPMENT

Certified Patient Care Technician

This program prepares students for an entry-level position as a Patient Care Technician. Emphasis ranges from technical skills necessary for 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 **\$6,550**
M-TH **5:30-9:30 pm**
08/23/2021—05/18/2022

"I loved it! My teachers were awesome and it was a good experience." Paciana Evans



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	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$34,800	+8%

Licensed Practical Nursing

The Knoedler School of Practical Nursing emphasizes general nursing skills, including medication administration. This program prepares students to take the state licensing exam. 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



1500 Hours **\$13,000***
M-F **8:00 am-3:30 pm**
September, 2021—August, 2022
**Subject to change*

College Credits Offered by Franklin University

"I am very pleased with the LPN Program and how it has prepared me for my nursing career." Lori Todd



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	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$47,480	+8%

LPN to RN Diploma

The LPN to RN Diploma Program offers a unique educational environment to facilitate the educational transition from LPN to the role of the Registered Nurse. The close interaction with faculty, small group atmosphere, superior technology and supportive environment provides the ideal setting for a student to reach professional goals.

The program prepares students to work in a variety of healthcare settings with culturally diverse seniors, adults, adolescents, children and infants. Students will develop critical thinking skills, medical assessment skills, and intervention skills that promote and restore health.



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

Throughout the program, students participate in classroom study, laboratory practice, simulation, self-directed exploration, and dynamic clinical experiences to prepare for the demands of a rewarding nursing profession.

1403 Hours **\$15,000***
T-F **7:00 am-3:30 pm**
September, 2021—August, 2022
**Subject to change*

Bright Outlook

Location	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$73,300	+7%

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

"This program was the best option for me. Not only did this program teach me a valuable skill, but also transferred to every area of my life."
Alaina Johnson



1090 Hours **\$10,500**
M-TH **6:00-10:00 pm**
08/23/2021—03/09/2023*

*Subject to change

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	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$42,090	+1%

HVAC—Heating, Ventilation and Air Conditioning

Qualify for employment in various heating and air conditioning shops and businesses. Recent legislation regarding environmental control for Freon recovery, safety and laws is covered in the program.

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 608 Certification
- Universal Safety R410 Certification

300 Hours **\$4,600**
T & TH **6:00-10:00pm**
08/24/2021—06/07/2022

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

"The instructors were very helpful throughout my entire year."
Tabitha Sexton

green Bright Outlook

Location	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$48,730	+4



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

Gain a competitive edge for 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 **\$4,600**
M & W **6:00-10:00pm**
08/23/2021—06/13/2022

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

"The teacher was very helpful in every aspect. He is very knowledgeable. Awesome teacher all the way around." Ron Carlisle

Bright Outlook

Location	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$44,070	+4%



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 **\$9,200**
M-TH **6:00-10:00 pm**
08/23/2021—06/13/2022

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

"Machining was completely new to me. This class was a good intro into the trade. I look forward to continuing on with education in this field." Lillian Zaebst

600 Hours **\$9,200**
M-TH **6:00-10:00 pm**
08/23/2021—06/13/2022

College Credit Offered by Franklin University



"A-Tech is a valuable community service, giving the residents of Ashtabula County a cost effective, comprehensive education compared to the higher costing schools in the tri-county area." Thomas Cristo, Sr.

Bright Outlook

Location	Period	Median Wages	Projected Growth
U.S.	Annual	\$47,520	+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.



"Excellent course and instructor. Enjoyed it very much."
 Brad Flannery

One certification test is included in tuition. There is a cost for additional certifications. 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 **\$5,900**
T & TH **6:00-10:00 pm**
08/24/2021—03/02/2022

College Credit Offered by Franklin University



green Bright Outlook

Location	Period	Median Wages	Projected Growth
U.S.	Annual	\$42,490	+4%

IMPAC—Industrial Maintenance Pathway of Ashtabula County

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, computer interactivity and eLearning to accelerate learning and improve effectiveness.

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



"A-Tech has invested in some very nice equipment. If you're willing to learn, you will. Good program!"
 Brandon Summers

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 **6:00-10:00 pm**
08/23/2021—06/13/2022

green Bright Outlook

Location	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$39,080	+4%

CAREER ENHANCEMENT

Auto Body Introduction

This is 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 **6:00-9:00 pm**
09/28/2021—12/01/2021

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 **6:00-10:00pm**
01/25/2022—04/26/2022

30-Hour Welding

This welding training 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 **\$950**
Open **6:00-9:00 pm**
Call 440.576.6015 x 1007

40-Hour Pipe Welding

This course is designed for anyone wishing to obtain certification on 6" or 2" pipe. Training is 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 1007

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

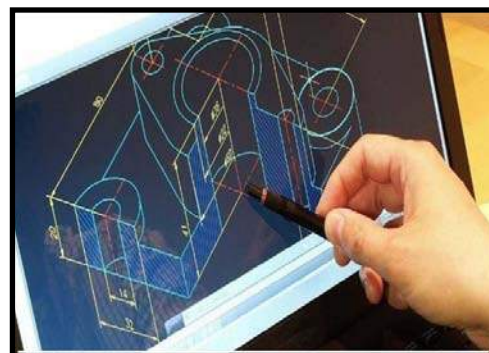
Location	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$62,150	+2%

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**
09/13/2021—12/13/2021



Inventor

This integrated solid modeling course gives students the essentials in 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**
T & TH **6:00-9:00 pm**
02/22/2022—05/05/2022

CAREER ENHANCEMENT

Introduction to Machine Trades

This course will introduce students 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 **\$850**
T & TH **6:00-10:00 pm**
10/26/2021—02/01/2022

CNC—Computerized Numerical Controls

This course prepares students for CNC programming, machine set-up and machine operations. The course begins with the basics of CNC controls. Students will write programs in G code for both milling machines and lathes using both G & M Programming.

Prerequisite: Work experience or Introduction to Machine Trades

95 Hours **\$995**
T & TH **6:00-10:00 pm**
02/03/2022—05/03/2022



PLC—Programmable Logic Controls

This program includes both modules below, covering a comprehensive range of Programmable Logic Controls (PLC) from basic understanding to advanced programming techniques.

120 Hours **\$1,900**

• 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 **\$1,350**
T & TH **6:00-9:00pm**
08/31/2021—12/07/2021



• 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**
12/09/2021—02/08/2022

*"I received so much positive feedback from our group here at Aloterra on all of the sessions that you led. Most of them had never experienced anything like this before, and I am already seeing the positive way they are conducting themselves on a daily basis. Thank you for your time and effort putting together such a great series of training classes for our team."
Doug Buchanan*

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, 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

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, 2022

Call the Aspire Office
440.576.5599 to enroll



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 & 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

Emergency Medical Responder

Charter #103 Accreditation

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

Upon successful completion of this program, students will be eligible to sit for the National Registry exam to become certified. Textbook is not included in tuition.

52 Hours **\$750**
Call 440.576.6015 x 1007

This program is not suitable for

Emergency Medical Technician Basic

Charter #103 Accreditation

This program includes emergency victim care, emergency vehicle driving, vital signs, in-hospital training and clinical experience. Cost of books is not included in tuition.

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 National Registry Examination.

186 Hours **\$1,250**
Call 440.576.6015 x 1007

"I really enjoyed the course. The instructors were very encouraging. After going through this course, I would highly recommend it. I've learned a lot and made a lot of improvements." Jenna Parkomaki

Bright Outlook

Location	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$35,400	+7%

Firefighter

Charter #103 Accreditation

• Firefighter I

This course provides comprehensive introduction and practice of basic fire fighting concepts and skills needed to operate safely and effectively on the fireground.



- Firefighter Safety
- Fire Behavior
- Water Supplies
- Ventilation
- Structural Firefighting
- Incident Command Systems
- Rescue and Extrication
- Emergency Vehicle Operation
- Hazardous Materials Operation

• Firefighter II Transition

This course is designed to transition students from the Firefighter I level to the advanced level of Firefighter II. Skills and abilities learned during the course build on Firefighter I concepts. Students participate in:

- Incident Report Writing
- Live Fires
- Fireground Command
- Evidence Preservation
- Pre-Incident Survey
- Equipment Maintenance

Prerequisite: Ohio Firefighter I Certification

Firefighter programs are available based on demand. Cost of books is not included in tuition.

FIREFIGHTER I **\$1,280**

FIREFIGHTER II TRANSITION **\$828**

Call 440.576.6015 x 1007

Location	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$50,850	+7%

Microsoft Word I & II

Introduction to processing 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 08/23/2021—09/20/2021

Word II 09/20/2021—10/13/2021

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

Microsoft Excel I & II

Introduction to 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 12/13/2021—01/24/2022

Excel II 01/24/2022—02/16/2022

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

Microsoft PowerPoint

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

28 Hours \$230
M & W 5:30-9:30 pm
02/23/2022—03/16/2022



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QuickBooks I & II

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

QuickBooks II—This course builds on QuickBooks I to set up and maintain two sample companies: a merchandise company and a service company. All aspects of Quick Books are incorporated in the activities of these two companies utilizing advanced features.

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

QB I 04/04/2022—04/25/2022

QB II 04/25/2022—05/16/2022

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



Manicuring

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

State Certified
200 Hours \$1,900
M—W 5:30-9:30 pm
01/10/2022—05/16/2022

Bright Outlook

Location	Period	Median Wages 2019	Projected Growth 2019-2029
U.S.	Annual	\$25,770	+8%

Cake Decorating

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

24 Hours \$275
WED 6:00-9:00 pm
09/01/2021—10/20/2021
01/12/2022—03/02/2022

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
10/27/2021—12/15/2021
04/06/2022—05/25/2022



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.

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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 \$575 each.

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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 Certificate of High School Equivalence
- Improve speaking, reading or writing English for speakers of other languages

All classes are free to everyone!

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Andover	Conneaut	Jefferson
Ashtabula	Geneva	Orwell



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

440.576.5599

aspire@atech.edu
www.atech.edu (Aspire & yO!)

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 entire 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



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.

During the COVID-19 pandemic, the Ashtabula County Safety Council continues to offer its members monthly virtual educational training and programming until such time as the BWC allows in-person training.

Grant opportunities have been postponed due to the pandemic. The BWC just announced that several grants will be available again. For information email: grants@bwc.state.oh.us.

The BWC library provides free informational resources on occupational safety and health, workers' compensation and rehabilitation. They provide the only such library in Ohio and one of the few in the nation. For more information on their resources, safety and training videos email: library@bwc.state.oh.us.