

ADULT CAREER CENTER

Course Guide

August 2023 - June 2024



CAREERS BEGIN HERE! OPEN HOUSE

- VISIT THE ADULT CAREER CENTER
- MEET THE STAFF
- LEARN ABOUT FINANCIAL AID OPTIONS

JUNE 29 - 6:00 P.M. - ROOM 104
DR. JEROME R. BROCKWAY
ADMINISTRATIVE COMPLEX



REGISTER ONLINE - WWW.ATECH.EDU - SELECT ADULT EDUCATION

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INFORMATION

CENTER FOR TRAINING EXCELLENCE

Ashtabula County Technical & Career Center Workforce Development has earned the designation, Center for Training Excellence, by the Ohio Department of Higher Education. As a Center for Training Excellence, we offer job assessment, employee testing and assessment, technical skills training, customized training for business and industry, job profiling and career counseling. 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 at 1565 State Route 167, 3.5 miles east of Jefferson, Ohio at the intersection of Route 167 and Garrett Road. Directions can be found on our website www.atech.edu.

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	
Robert Archuleta	440.576.5547
Safety Council Manager	
Stephanie Miller	440.576.5545
Director of Nursing	
George Smith	440.576.6015 x 1011
Evening Coordinator	
Lynn Leary	440.576.6015 x 1040
Registration	
Amy Stadler	440.576.6015 x 1074
Financial Aid	
Sarah Davis	440.576.6015 x 1077
Student Services	
Shae Ballard	440.576.5599
Aspire and youthOPPORTUNITIES!	

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.

• Full-Time Programs

To enroll, students must complete a mandatory orientation, an Individual Career Development Plan and an Enrollment Agreement. Students must provide proof of a high school diploma, transcript, or GED and complete a WorkKeys assessment.

• Adult Diploma Program

If a high school diploma or GED has not been obtained and the student is over the age of 22, the student may participate in Ohio's Adult Diploma Program. The student must pass WorkKeys tests and earn a composite score of 14 over three tests. To participate, contact Jenna Call at 440-576-5599.

TUITION & FEES

All students must pay a \$50 nonrefundable registration fee that is applied towards tuition. This fee is refundable in the event a training program is cancelled.

• 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. Money from the Federal Financial Aid programs will be credited to your account.

• Part-Time Programs

(Less than 300 Clock Hours)

Payment in full or a Payment Plan is due upon registration at least two weeks prior to the start of classes.

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

Note: Tuition costs and programs are subject to change. Courses are subject to cancellation if enrollment is not sufficient. Start and end dates are subject to change. Any student who withdraws after completing 60% or more of a program is not eligible for a refund.

A-Tech accepts cash, check, MasterCard, Visa, Discover and American Express

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 programs at the Ashtabula County Technical & Career Center operate on clock hours. If the campus is closed, hours of missed instruction are required to be made up by extending scheduled days.

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: studentaid.gov/h/apply-for-aid/fafsa and signed electronically with an FSA ID number that is obtained at studentloans.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 or approved 300 clock-hour programs may qualify for Direct Loans, which are federally funded and available in Subsidized and Unsubsidized. All loans must be repaid. Visit studentloans.gov
- **COST OF ATTENDANCE** Visit www.atech.edu/financialaid.aspx
- **PROFESSIONAL JUDGMENT** Visit www.atech.edu/financialaid.aspx
- **PAYMENT PLANS** Students enrolled in full-time and part-time programs may be eligible for an interest-free, personalized payment plan.
- **ODJFS** The Ohio Department of Job & Family Services and Ohio Means Jobs, Ashtabula County, provide financial assistance to unemployed, under employed, economically disadvantaged, 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.



Through an agreement with Franklin University, our graduates may transfer up to 24 college credits from our programs, such as 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 Center 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

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



- American Welding Society
- Department of Commerce
- National Health Career Association
- Northeast Ohio Indoor Mechanical Specialists (NEOIMS)
- Office Proficiency Assessment & Certification (OPAC)
- Ohio Construction Industry
- 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
- TQT Laboratories, Inc. (Welding)

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 program are eligible for (CT)² credit.

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

CAREER DEVELOPMENT

Business Office Specialist

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

Content Includes:

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



600 Hours **\$5,725**
M-TH **5:30-9:30 pm**
08/21/2023—05/29/2024

College Credit Offered by Franklin University



Location	Period	Median Wages 2021	Projected Growth 2020-2030
U.S.	Annual	\$37,030	+1%

Legal Support Staff Basics



Recommended for individuals who want to, or are currently working in a law office or in the court system. This basic introduction or refresher course will benefit law office receptionists, court secretaries, filing or records clerks or legal administrative assistants.

The course covers the basics of the court system, structure of the law office, legal terminology, basic legal documents, introduction to various legal software programs, the unauthorized practice of law and client confidentiality. Includes an introduction to understanding and using online legal resources and technology in the legal field.

60 Hours **\$700**
M & W **5:30-9:30 pm**
09/11/2023—10/30/2023

Cosmetology

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



*"This course is very thorough. A-Tech is very friendly and definitely a great environment."
 Dominique Ridenour*

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 **\$12,500**
M-TH **2:30-9:30 pm**
Summer **8:30 am-3:30 pm**
08/21/2023—11/18/2024*
**Subject to change*

College Credit Offered by Franklin University

Tuition Includes:

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



Location	Period	Median Wages 2021	Projected Growth 2020-2030
U.S.	Annual	\$29,670	+11%

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**
01/29/2024—06/03/2024



Location	Period	Median Wages 2021	Projected Growth 2020-2030
U.S.	Annual	\$29,210	+11%

STNA—State Tested Nursing Assistant

Prepares candidates to earn Ohio certification 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 program instructors.

80 Hours **\$645**
Open **4:30-10:00 pm**
(and two Saturday Clinicals)
Call 440.576.6015 x 1011

Tuition Includes:

- Textbooks and Workbooks
- Uniform Reimbursement up to \$45
- BCI Background Check
- State Exam Fee



Location	Period	Median Wages 2021	Projected Growth 2020-2030
U.S.	Annual	\$30,310	+4% - 7%

CAREER DEVELOPMENT

Patient Care

An introduction to the Patient Care career, providing an overview of the profession. Explore the clinical aspects, as well as point-of-care testing. Students will learn and demonstrate hands-on skills for assisting with medical examinations and assisting patients with activities of daily living. Includes a 32-hour externship.

132 Hours **\$1,600**
T & TH **5:30-9:30 pm**
08/22/2023—01/09/2024

Phlebotomy

This course focuses on equipment, techniques and common laboratory tests. Students practice venipuncture and capillary punctures on a training arm and progress toward practicing on real patients. Students participate in role-playing activities to simulate possible patient interactions. Tuition includes uniform reimbursement up to \$45. Includes a 40-hour externship.

124 Hours **\$1,200**
T & TH **5:30-9:30 pm**
01/16/2024—04/04/2024

"The Phlebotomy class is complex, fascinating, and highly informative."
 Logan Tsai



EKG

Learn how to use a 12-lead EKG and proper lead placement. This course also focuses on the reading of cardiac rhythm strips. Includes an 8-hour externship.

72 Hours **\$1,000**
Days TBD **5:30-9:30 pm**
04/15/2024—06/17/2024

Licensed Practical Nursing

The Knoedler School of Practical Nursing emphasizes basic nursing skills. The program includes nursing theory, lab and planned clinical experience in a variety of health care settings. The lab has an adult, pediatric and infant simulator to assist the student at increasing their critical thinking skills and confidence.

Upon completion of the program, the student is eligible to take the National Council Licensure Examination (NCLEX) for certification as a licensed practical nurse. The license may be transferred to any state.

The LPN program is ranked among the top 10 in Ohio according to practicalnursing.org.

Content Includes:

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



1500 Hours **\$13,500***
M-F **8:00 am-3:30 pm**
September, 2023—August, 2024

**Subject to change*

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	Period	Median Wages 2021	Projected Growth 2020-2030
U. S.	Annual	\$48,070	+4% - 7%

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.

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.

The program is ranked 7th of diploma programs in Ohio according to nursingschoolsalmanac.com.

1403 Hours **\$15,500***
T-F **7:00 am-3:30 pm**
September, 2023—August, 2024

**Subject to change*

Bright Outlook

Location	Period	Median Wages 2021	Projected Growth 2020-2030
U. S.	Annual	\$77,600	+4% - 7%

For further information on admission to the LPN, RN, Patient Care, Phlebotomy and EKG training programs, please refer to their handbooks.

CAREER DEVELOPMENT

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, 2024

Call the Aspire Office
440.576.5599



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

HVAC—Heating, Ventilation and Air Conditioning

Program offers the quickest and most affordable HVAC and Refrigeration training available. Emphasis is placed on residential and commercial applications through hands-on training.

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 **\$4,900**
T & TH **6:00-10:00 pm**
08/22/2023—06/18/2024

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

“A-Tech provides many opportunities for people looking to better their education or learn more skills for their jobs.”
Henna Neely

green		Bright Outlook	
Location	Period	Median Wages 2021	Projected Growth 2020-2030
U.S.	Annual	\$48,630	+4% - 7%



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

Provides entry-level troubleshooting skills in motor controls, transformers, relays and ladder-logic used in today's manufacturing.

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 **\$4,900**
M & W **6:00-10:00 pm**
08/21/2023—06/10/2024

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

“Very friendly and helpful environment. Great courses.” Tonia Smith

Bright Outlook

Location	Period	Median Wages 2021	Projected Growth 2020-2030
U.S.	Annual	\$46,910	+4% - 7%



Industrial Electricity/HVAC

A combination of Industrial Electricity and HVAC prepares students for residential and commercial refrigeration and heating, along with industrial electrical power generation distribution and troubleshooting skills used in industry settings.

600 Hours **\$9,800**
M-TH **6:00-10:00 pm**
08/21/2023—06/18/2024

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.

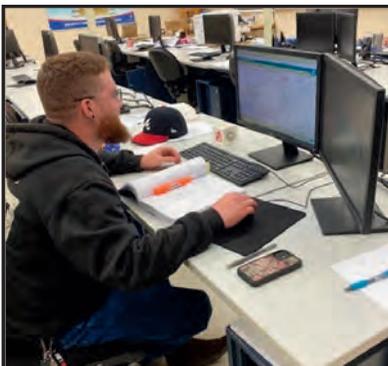
Content Includes:

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

*"Very good school for those who learn hands on."
Micah O'Handley*

600 Hours **\$9,850**
M-TH **6:00-10:00 pm**
08/21/2023—06/18/2024

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 2021	Projected Growth 2020-2030
U.S.	Annual	\$48,900	+8% - 10%

Industrial Welding

Training in Stick, MIG and TIG processes. Learn oxyacetylene cutting, blueprint reading and basic math.



Two certification tests are 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 **\$6,200**
T - TH **6:00-10:00 pm**
08/22/2023—03/05/2024

College Credit Offered by Franklin University

*"I have found my drive being here in class. The environment is very friendly and I feel I gained a lot being here."
Gavin Brocklehurst*



green **Bright Outlook**

Location	Period	Median Wages 2021	Projected Growth 2020-2030
U.S.	Annual	\$47,010	+2% - 3%

IMPAC—Industrial Maintenance Pathway of Ashtabula County

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 achievement 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 **\$9,500**
M & W **6:00-10:00 pm**
08/21/2023—06/10/2024

green **Bright Outlook**

Location	Period	Median Wages 2021	Projected Growth 2020-2030
U.S.	Annual	\$43,180	+4% - 7%

CAREER ENHANCEMENT

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 440.576.5505

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 2021	Projected Growth 2020-2030
U.S.	Annual	\$63,500	+4% - 7%

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
09/11/2023—12/11/2023



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
02/20/2024—05/07/2024

Introduction to Machine Trades

This course will introduce students to numerous essential machines and processes used in industry.

Content Includes:

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

96 Hours \$900
T & TH 6:00-10:00 pm
10/26/2023—02/06/2024

CNC—Computerized Numerical Controls

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

96 Hours \$995
T & TH 6:00-10:00 pm
02/13/2024—05/16/2024



CAREER ENHANCEMENT

PLC—Programmable Logic Controls

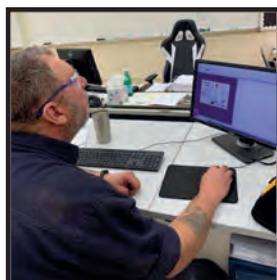
Includes two modules covering a comprehensive range of Programmable Logic Controls from basic understanding to advanced programming techniques.

120 Hours **\$1,900**

• Module #1—Intro to PLC

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 **6:00-9:00 pm**
08/29/2023—12/12/2023



• Module #2—Advanced PLC

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 **6:00-9:00 pm**
01/04/2024—02/22/2024

*"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*

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 **\$975**
Open **6:00-10:00 pm**
Call 440.576.5505



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**
Days TBD **6:00-10:00 pm**
Call 440.576.5505

Employee Assessments

We offer In-house assessments to aid your company in the hiring or promotion process.

- Administrative Assistant
- Financial
- Industrial
- Mechanical
- ParaPro

Customized assessments are available to fit your company's needs.

Call 440.576.6015 x 1011

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
- Multiple employee assessment choices
- Customized training units
- Customized training hours
- Direct company input to curriculum
- Training placement tests
- On-site testing at company's convenience
- Credits fully transferable to apprenticeship programs
- Incumbent worker training
- Ohio TechCred

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.

Call 440.576.5547

CAREER ENHANCEMENT

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 440.576.5505

This program is not suitable for paid professional firefighters.

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 **\$1,375**
Call 440.576.5505

*"A-Tech was an awesome experience, and I can't thank them enough for their support."
Marcus DeGennaro*

Bright Outlook

Location	Period	Median Wages 2021	Projected Growth 2020-2030
U.S.	Annual	\$35,470	+4% - 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 **\$1,400**

FIREFIGHTER II TRANSITION **\$828**

Call 440.576.5505

Bright Outlook

Location	Period	Median Wages 2021	Projected Growth 2020-2030
U.S.	Annual	\$50,700	+4% - 7%

Microsoft Word

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

60 Hours **\$425**
M & W 5:30-9:30 pm
08/21/2023—10/11/2023

Microsoft Excel

Introduction to spreadsheets. Learn how to build, setup and format spreadsheets to organize, calculate and analyze data.

60 Hours **\$425**
M & W 5:30-9:30 pm
11/13/2023—01/10/2024

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
01/17/2024—02/07/2024

QuickBooks

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.

Set up and maintain two sample companies: a merchandise company and a service company. All aspects of QuickBooks are incorporated in the activities of these two companies utilizing advanced features.

60 Hours **\$425**
M & W 5:30-9:30 pm
03/20/2024—05/29/2024

PERSONAL ENRICHMENT

Seed to Stem Basic Gardening



A hands-on approach to learning the basics of plant growth and caring for garden plants to harvest. Topics will include garden planning, plant propagation, soils and nutrition, as well as pest controls to produce an abundant harvest. The course covers both edible and ornamental plants.

12 Hours \$185
W 5:30-7:30 pm
02/07/2024—03/13/2024



Soft Skills Fundamentals

Want to brush up on your soft skills? This suite of courses teaches everything from working with tough personalities and interpersonal communication to making better business decisions.

96 Hours \$465
Classes Begin Each Month
Instructor-Led
Online at ed2go.com/Atech

Diversity Training for Employees and Managers

This course brings people together by focusing on principles like respect, acceptance and inclusivity. It is designed to help employees and managers gain a better understanding of the skills, characteristics and talents that each person brings to the table regardless of their background. The class emphasizes the need to communicate, negotiate and collaborate in a diverse environment both internally and externally.

14 Hours \$115
Study on Your Own Schedule
Online at ed2go.com/Atech

youthOPPORTUNITIES!

youthOPPORTUNITIES! (yO!) helps Ashtabula County youth ages 14-24 decrease ALL barriers to employment and education. The yO! staff can help youth figure out what comes next after high school and show them how to become a leader in the community.



Contact youthOPPORTUNITIES! (yO!) at 440.536.4070 or at the Youth Training Center at 5402 Main Avenue, Ashtabula to find out how the yO! staff can help you reach your goals. Applications for the program are also available at all Ashtabula County high school guidance counselor offices.

English as a Second Language (ESOL)

Ashtabula Aspire offers FREE English as a Second Language Classes (ESOL) throughout Ashtabula County. Classes are offered Tuesday-Thursday.

Call 440.576.5599

Aspire de Ashtabula ofrece libre de costo clases de Inglés como segundo lenguaje (ESOL) en diferentes localidades en el condado de Ashtabula. Clases son ofrecidas de Martes a Jueves. Llama a nuestras oficinas de Aspire al 440.576.5599 para más información.



Steps Towards Success

The Steps Towards Success program is a year-long program for individuals looking to further their education, increase employment opportunities, make more money and even discover in-demand jobs in Ashtabula County. Applications are available for all adults 18 and older. See how our Career Navigator can help you make the steps towards your success.

Call 440.576.5599

High School Equivalency (HSE) Test Information

- A-Tech is the only official GED® Testing Center in Ashtabula County
- Cost for the entire test is \$120. Discount vouchers are available for Aspire students
- Tests are offered monthly. You MUST be pre-registered to take an exam
- Seating is limited

Call 440.576.5599



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

Popular Courses Include:

- MS Office
- Grant Writing
- Spanish
- Personal Finance
- Accounting Fundamentals
- Grammar for ESL
- Photography
- Operating a Home-Based Business

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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 \$600 each.

Call 440.576.6015 x 1011

INDUSTRIAL MAINTENANCE MECHANIC APPRENTICE

INDUSTRIAL ELECTRICIAN APPRENTICE

TOOL & DIE APPRENTICE



**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.

Enrollment in a Safety Council is open to all state funds, self-insured companies, and public employers in Ohio who pay premiums or administrative fees to BWC. To enroll, an employer must have active BWC coverage.

The Ohio Bureau of Workers' Compensation (BWC) supports sponsoring organizations in providing a forum for occupational safety and health education, resources, and networking in local communities.

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.



Aspire provides all Ashtabula County residents with free services to assist with gaining skills to be successful in post-secondary education, training and employment.

Whether you are interested in preparing for adult education or college classes, the GED® test or just want to better your math, reading or writing abilities for work or home, we are here to help.

- FREE day and evening classes at sites covering the entire county
- Experienced, trained and knowledgeable instructors
- Improve speaking, reading or writing English for speakers of other languages
- Career Navigation Services
- Online, hybrid and in-person classes
- Access to FREE computer-based education programs to supplement your classroom experience
- Assistance in setting personal educational goals and staying on track

All classes and services are FREE. Please call 440-576-5599 or email aspire@atech.edu to take your first step to a better future! Come see what Aspire has to offer!




Visit our Aspire Ashtabula Facebook page