

Pike County Career Technology Center

Adult Education Course Catalog 2010–2011



PIKECTC
PIKE COUNTY CAREER
TECHNOLOGY CENTER

Welcome

The Pike County CTC Board of Education welcomes you to the Adult Learning Center. Our Career Technology Center's board, faculty, staff and administration consider adult education a vital part of the community's overall educational development.

Our Adult Learning Center is structured into two areas of service, Adult Workforce Education and Adult Basic & Literacy Education (ABLE). Adult Workforce Education consists of career enhancement and development courses selected to help those in the community obtain significant employment by providing them the opportunity to gain or enhance their career skills. These programs are generally offered in the evening and are tuition based.

Adult Basic & Literacy Education (ABLE) is a **free service** to anyone 18 years of age and older. Participants in the program are afforded the chance at obtaining their GED or enhancing their basic academic skills.

Mission Statement

The mission of the Pike County Joint Vocational School District is to dedicate itself to instill in every one of its students the importance of the work ethic regardless of the diversity of population – allowing the resulting graduates to become contributing members of society and to be ethical, honest, and complete individuals.

To provide quality adult education instruction, services and programs for the development, improvement and expansion of lifelong learning opportunities for adults in their family, community, and work roles.

Equal Opportunity

The Adult Learning Center is a division of the Pike County Joint Vocational School District and does not discriminate against any individual for reasons of race, color, creed, religion, age, sex, disability or national origin.

Accreditation

The Pike County Career Technology Center, Adult Education Program is approved and operates in cooperation with the Adult Workforce Education and Training Network of the Ohio Board of Regents.

Program Approvals:

Practical Nursing:	Ohio Board of Nursing
EMT:	Ohio Division of EMS, # 215
Firefighter:	Ohio Division of EMS, # 215
Nursing Assistant:	Ohio Department of Health

Adult Education Office Hours

Monday – Thursday 8:00am – 3:30pm

Friday 8:00am-3:00pm.

Evening Assistance: (740) 289-2721

Financial Aid Office: 289-5869

Health Programs Coordinator: 289-5868

Adult Education Calendar

The school is closed during the following holidays: Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, New Years Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day and Independence Day.

Admissions

Applicants must meet all of the following criteria to gain admission:

- Complete all registration form(s).
- Make full or initial tuition payment (if applicable) or have documentation that provides evidence that tuition is covered through a sponsoring agency or pending financial aid.
- Evidence of High School Diploma or GED.
- High school seniors may enter if they have written permission from their high school guidance counselor or principal.

Individual programs may have additional enrollment requirements (in addition to those listed above). For specific program requirements and policies please contact the Adult Education office at (740) 289-2282 or (740) 289-4172. The Pike County CTC Adult Education staff will help you through the admissions process from pre-entrance testing to course registration.

Completion Requirements

The student must meet the minimum required academic achievement specific to their particular area of study, attend a minimum of 90% of the class meetings, and be free of all financial obligations to the school.

Cancellation

The school reserves the right to cancel or postpone a program's start date. In the rare event of a complete course/program cancellation, a full refund will be issued.

Financial Assistance

Financial Aid Office: (740) 289-5869

The Pike County CTC accepts the following types of financial aid:

Federal Pell Grant

Federal Student Loans (subsidized and unsubsidized)

Community Agency Grants: WIA, TAA, BVR, and Job & Family Services

Veterans may be eligible for approved programs.

Certain scholarships may be used.

Tuition Payment Plans are available for some programs.

Filing Procedures for Financial Aid

Students registered to attend the Pike County Career Technology Center who are interested in applying for financial aid, to assist them with tuition and school related expenses, need to contact the Financial Aid Office at (740)289-5869 for filing procedures. Note: Financial Aid is not automatic. Students must file a FAFSA to receive federal financial aid (Pell grants and federal student loans).

WIA Contact Information

Students may seek a Workforce Investment Act (WIA) grant to assist in the payment of tuition and costs. Contact your local WIA agency to obtain more information concerning the WIA application process.

Local WIA Offices:

Pike County:	(740) 289-2371
Jackson County:	(740) 286-4181
Ross County:	1-866-779-2946
Scioto County:	(740) 354-4531
Adams/Brown:	1-800-233-7891

Student Loan Availability

Federal student loans (subsidized and unsubsidized) are made available for full-time programs only (Practical Nursing). Students must complete a FAFSA to receive a federal student loan.

Refunds

A 100% refund will be administered if a student withdraws within the first week of the class or quarter start date. Once a student has attended one week of class, no refunds will be administered.



Assessment

Work Keys Assessment (Pre-Entrance Testing)

Students must pass the pre-entrance tests for admission into the Practical Nursing, Pharmacy Technician, and MSSC programs. The school utilizes three sections of the Work Keys assessment system: Applied Mathematics, Locating Information, and Reading for Information. Candidates for enrollment into these programs must pass each section of the test with the required minimum score.

Minimum Required Pre-Entrance Scores:

<u>Test Section</u>	<u>PN</u>	<u>MSSC</u>	<u>Pharm Tech</u>
Applied Mathematics	5	5	4
Reading for Information	5	4	5
Locating Information	4	4	4

Test Dates

August 3, 2010	December 7, 2010	April 5, 2011
September 7, 2010	January 4, 2011	
October 5, 2010	February 1, 2011	
November 2, 2010	March 1, 2011	

Tests begin promptly at 6:00pm

Students enrolled in the Work Keys Skills Prep and Improvement Class may set up individual test dates.

Cost:

\$15.00 per test section or \$45.00 for all sections. Candidates must register and pre-pay to test.

Work Keys Basic Skills Prep and Improvement Class

Work Keys' Key Train Software and classroom instructional methods are utilized to assist students in preparing or refreshing the skills needed to improve their scores.

Classes start every Monday at 8:00am. Students can set their own study schedule following the initial class. Class is free.

Official GED Test

GED Test Dates

The Official GED Test will be administered at the Pike CTC on August 14th November 6th, February 12th, and May 14th. Cost is \$40 for complete test and \$10 per section, payable to Ohio Testing Services (State GED Office).

ABLE

ABLE classes are offered to help adult students obtain their GED. Classes start every Monday at 8:00am. Classes are free. Distance Learning option is available.

Health Care

Practical Nursing Two Start Dates: January and July

Successful completion of this 11 month, evening/weekend, full-time program meets the Ohio Board of Nursing requirements for eligibility for NCLEX-PN testing and licensure. Pre-entrance examination is required to obtain an admissions packet to enter the program in January or July.

Students interested in the January or July 2011 class are encouraged to begin the pre-entrance testing and application process early.

Freda Lawson MSN, Health Programs and PN Coordinator

2010-2011 Cost (Subject to change for 2011-2012 program)

Tuition:	\$6900
Lab Fee:	\$100
Pre-Admission Costs:	\$200
Books:	\$1210
Clinical Supplies/Uniforms:	\$200
Res. And Fees for Licensure:	\$350
Graduation Expenses:	<u>\$175</u>
Total Estimated Cost	\$9135

Patient Care Technician

The Patient Care Technician (PCT) program is a specialized course that combines classroom, skills lab and clinical practice for cross-training in a variety of health care settings. The course highlights consist of Nursing Assistant, Phlebotomy, Introduction to Billing & Coding, EKG Interpretation, CPR and First Aid, Computer Basics, Medical Terminology, Anatomy & Physiology, Health Care Math, and Employability Skills. The program prepares the student to work in a hospital or health care environment under the direct supervision of a Physician, RN or LPN. Patient Care Technician graduates can expect to find employment opportunities in hospitals, rehabilitation centers and other health care agencies. Certification exam fees are \$225. *Tuition payment plan is available.*

Tuition: \$1500 Books: \$202 Total: \$1702

August 16, 2010 – November 18, 2010 Mon – Thu 5-10pm

Pharmacy Technician

Retail and hospital pharmacists have long recognized the need in their field for technically trained support personnel. Qualified pharmacy technicians will find employment in community and hospital pharmacies, clinics, or other institutions. Their duties may involve dispensing, pricing, inventory control, typing, records maintenance, cash register, and computer operations. There is a 72-hour clinical experience required. Following successful completion, students will be eligible to sit for the PTCB certification examination. The cost of this certification exam is \$129. Pre-entrance exam is required for enrollment. *Tuition Payment Plan is available.*

Tuition: \$1200 Books: \$165 Total: \$1365

September 27, 2010 – March 23, 2011 Mon & Wed 6-10pm

Nursing Assistant

Nursing Assistants perform health care tasks under the supervision of the nursing and medical staff. The Nursing Assistant responds to patient's requests, makes beds, dresses and bathes patients, takes temperature, pulse, respiration, and blood pressure rates, observes and reports patient's physical, emotional, and physical conditions. Most Nursing Assistants find employment in long term health care facilities.

The program is 80 hours in length, 16 of which are off-site clinical hours. After successful completion, students will be eligible to sit for the state certification examination. The cost of this certification exam is \$100. Students will purchase a clinical uniform, name tag, and patch. Items cost approx. \$45.00.

Tuition: \$495 Book(s): \$70 Total: \$565

Fall: **August 23, 2010 – November 15, 2010** **Mon & Wed** **5-10pm**
Spring: **March 7, 2011 – April 20, 2011** **Mon & Wed** **3:30-9:30pm**

Phlebotomy

Classroom lecture and hands-on lab experiences provide the student with the necessary skills and knowledge required to become a skilled Phlebotomist. Upon successful completion of the course the student will be eligible to sit for the examination to become a Certified Phlebotomist. The cost of this certification exam is \$125.

Tuition: \$855 Books: \$132 Total: \$987

Fall: **August 24, 2010 - November 18, 2010** **Tue & Thu** **5-10pm**
Spring: **February 22, 2011 – June 7, 2011** **Tue & Thu** **6-10pm**



Trade and Industry Training

MSSC - Manufacturing Standard Skills Council

Part of the American Centrifuge Skills Development Program

The American Centrifuge Skills Development Training Program is designed for individuals seeking a position as an Associate Technician at USEC Inc.'s American Centrifuge facility.

The MSSC Certification course is one of the three required courses to complete the American Centrifuge Skills Development Training Program and is offered by the Pike County Career Technology Center.



USEC Inc. Pre-employment Training Program consists of three total classes. These classes can be taken in any sequence.

- | | | | |
|----|------------------|-------------|-------------------------------|
| 1. | Technology | (60 hours) | Shawnee State |
| 2. | Physical Science | (60 hours) | Ohio University - Chillicothe |
| 3. | MSSC | (120 hours) | Pike County CTC |

MSSC

Students must pass the Work Keys pre-entrance test to gain admission eligibility into the MSSC class.

The course examines fundamentals and interrelationships in areas for production manufacturing processes, maintenance awareness, quality, and safety. These concepts provide opportunities for students to build core skills and knowledge needed for high performance manufacturing. Understanding manufacturing as a system helps participants become flexible, learn to evaluate the impact of decisions, solve problems, be innovative, and contribute more fully to advanced manufacturing firms. This course contains four units of study: Production (30 hours), Maintenance (30 hours), Quality (30 hours) and Safety (30 hours). Total amount of hours = 120. Students will sit for certification examinations in each of the four content areas.

Cost:

Pre-screen testing fee (Work Keys)	\$45
Tuition (book included, \$40.00)	\$1600
MSSC Registration fee	\$50
Four MSSC certification tests @ \$45 each	<u>\$180</u>
Total-----	\$1875

Tuition Payment Plan is available.

October 27, 2010 – February 14, 2011

Mon & Wed

5-10pm

OSHA Course #511 - Occupational Safety and Health Standards for General Industry

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as general industry safety and health principles. Each successful student will receive a 30-hour course completion card. Course is delivered to groups of 5 or more. Please call the Adult Education Office to set up the training for your company or group.

Shielded Metal Arc Welding

This course is designed for the person who needs to know the basics of S.M.A.W. (stick welding). Instruction will cover safety in welding, set up and operation of welding machines, and basic stick welding skills. Related instruction will focus on the use, care, and safety of welding equipment.

Tuition: \$375 Books: NA Total: \$375

September 21, 2010 – October 21, 2010 Tue & Th 5-9pm

MIG Welding I (Gas Metal Arc Welding)

Students will receive introductory hands-on MIG welding instruction and lab practice. A variety of weld types are introduced, explained, and produced in a variety of positions.

Tuition: \$ 375 Books: NA Total: \$375

January 11, 2011 – February 10, 2011 Tue & Th 5-9pm

TIG Welding I (Gas Tungsten ARC Welding)

Students will receive introductory hands-on TIG welding instruction and lab practice. A variety of weld types are introduced, explained, and produced in a variety of positions.

Tuition: \$375 Books: NA Total: \$375

March 1, 2011 – March 31, 2011 Tue & Th 5-9pm

Basic Carpentry

In this ten week course students will learn basic carpentry skills that will enable them to maintain or even build their own home, garage, or structure. The course will cover reading a tape measure, layout of floors and walls, layout and cutting rafters, roofing, installing windows and doors, and exterior finish.

Tuition: \$695 Books: NA Total: \$695

September 21, 2010 – December 2, 2010 Tue & Th 5-9pm

Electrical Wiring

In this program the student is introduced to basic electrical wiring installation practices and procedures. The course will cover the basic and necessary information of electrical wiring including electricity and electrical terms, tool safety, ladder safety, wiring plans and symbols, circuitry, residential wiring, rough-in wiring, finish wiring, tester use, and conduit bending methods.

Tuition: \$695 Books: NA Total: \$695

September 21, 2010 – December 2, 2010 Tue & Th 5-9pm

Customized Training

Specific programs, workshops, and instructional services can be designed and implemented for businesses and industries that are interested in enhancing their workforce's skills and/or developing pre-employment services. Contact the Adult Education Office for customized training services.

Firefighter Training *FF Accreditation # 215*

Students must be sponsored by a fire department to gain entry into the firefighter training programs unless the student can show proof of individual health insurance coverage. The department chief must sign a Registration/Release Form for any sponsored student. These forms can be obtained through the Adult Education Office (740-289-2282) or on our website at www.pikectc.org.

There are three levels of certification for a firefighter.

Volunteer Firefighter	Total of 36 hours of training
Firefighter I	Total of 120 hours of training
Firefighter II (Paid Firefighter)	Total of 240 hours of training

Volunteer Firefighter (36 hours)

Volunteer Firefighters are required to complete this 36-hour basic course. Successful completion will allow the student to sit for the examination to be a certified Volunteer Firefighter.

Tuition: \$250 Books: \$95 Total: \$345

Fall: November 2, 2010 – November 21, 2010

Spring: February 7, 2011 – February 20, 2011

Firefighter Volunteer Transition to Level I (84 hours +16 Hours Driving)

This 84-hour transition course is designed for certified Volunteer Firefighters to upgrade to the Firefighter, Level I Certificate. Successful completion of this course will allow the student to sit for examination to be a certified Firefighter, Level I.

Tuition: \$630 Books: \$95 Total: \$725

April 4, 2011 – June 4, 2011

Firefighter I Transition to Firefighter II (120 hours)

This 120-hour transition course is designed for the certified Firefighter I to upgrade to Level II certification. Successful completion of this course will allow the student to sit for the examination to be a certified Firefighter, Level II. This level of certification is required to be a professional firefighter.

Tuition: \$675 Books: \$95 Total: \$770

Please call or check the web for the schedule.

Emergency Vehicle Operations

16 hour course provides classroom and driving experiences to public safety personnel to operate emergency response vehicles in a safe and effective manner.

Tuition: \$95 Book: NA Total: \$95

Please call or check the web for schedule.

Public Safety

Emergency Medical Technician *EMT Accreditation #215*

Emergency Medical Technician, Basic

Required course for EMT-B certification in the state of Ohio. Certified EMT's administer emergency pre-hospital treatment as members of rescue squad, ambulance service, fire department, or as safety personnel in business and industry. Successful completion of this course will allow the student to sit for the National Registry, Basic Certificate. There is a pre-entrance test required for admission. A \$70 National Registry certification testing fee is required following completion.

Tuition: \$680 Books: \$85 Total: \$765

Please call or check the web for schedule.

Emergency Medical Technician, Intermediate

Required course for the EMT Intermediate certification in the state of Ohio. The Intermediate certified EMT is a certification level above the Basic but below the Paramedic. Successful completion of this course will allow the student to sit for the National Registry, EMT Intermediate Certificate. A \$100 National Registry certification testing fee is required following completion.

The student must have a current EMT Basic card and pass an admission test for enrollment.

Tuition: \$725 Books: \$120 Total: \$845

Please call or check the web for schedule.

Emergency Medical Technician, Refresher, Basic Level

Continuing Education course for the certified EMT Basic.

Tuition: \$145 Books: NA Total: \$145

Please call or check the web for schedule.

Emergency Medical Technician, Refresher, Intermediate Level

Continuing Education course for the certified EMT Intermediate.

Tuition: \$185 Books: NA Total: \$185

Please call or check the web for schedule.

First Responder

First Responders are trained to provide initial pre-hospital care for those who are injured at an accident scene. Successful completion of this course will allow the student to sit for the National Registry, First Responder Certificate. A pre-entrance test is required for admission. A \$65 National Registry certification testing fee is required following completion.

Tuition: \$225 Books: \$80 Total: \$305

Please call or check the web for schedule.

Computer Training

Introduction to Computers

Learn the basic essentials of operating a PC. Learn how to use the hardware and Windows software to manage files, customize your desktop, surf the internet, and utilize e-mail.

Tuition: \$75

Books: NA

Total: \$75

Three Upcoming Sessions: (This is a two day course.)

October 18th and 20th 5:30-8:30pm

November 15st and 17th 5:30-8:30pm

December 13th and 15th 5:30-8:30pm

Classes will also be offered in the spring 2011. Please call or check the web for spring class dates.

Google Docs

Students will learn to use Google Docs to create documents, spreadsheets, presentations, and forms that are stored online and accessible from any computer.

Tuition: \$75

Books: NA

Total: \$75

Four Upcoming Sessions: (This is a two day course.)

September 13th and 15th 5:30-8:30pm

October 4th and 6th 5:30-8:30pm

November 1st and 3rd 5:30-8:30pm

December 6th and 8th 5:30-8:30pm

Classes will also be offered in the spring 2011. Please call or check the web for spring class dates.

Pike CTC and Business Development Department of Pike CAC

All one day workshops are held from 8:30am to 4:30pm and are located at the OSU Endeavor Center, 1864 Shyville Rd., Piketon, Ohio 45661.

Cost is \$75 per person and includes catered lunch.

One Day Workshops:

Quickbooks 2010 Introduction Workshop

August 25th or January 12th

Quickbooks 2010 Advanced Workshop

September 22nd or February 23rd

Microsoft Excel 2007 - Level 1

April 20th

Microsoft Publisher 2007 - Level 1

March 23rd

Microsoft Word - Level 1

November 17th

Microsoft PowerPoint 2007 - Level 1

December 8th



Pike CTC and Business Development Department of Pike CAC Business Training Self Employment Workshop

This 5 – week business development course covers every facet of owning a business.

Tuition assistance may be available.

Tuition: \$90

Books: NA

Total \$90

September 27, 2010 – October 27, 2010

Mon & Wed

1-4pm

January 17, 2011 – February 16, 2011

Mon & Wed

1-4pm

Self Interest

Oil Painting – Wet on Wet

Made famous by artists like Bob Ross and William Alexander, this method of painting is an exciting way to get introduced to the wonders of oil paint. You will be amazed with what you can achieve with simple tools and practice. You will walk away at the end of the class with a finished painting. Supplies and paint are provided. All students also receive an instructional DVD. *Be sure to wear old clothes.*

Tuition: \$45

Books: NA

Total: \$45

One Day Classes:

**September 7th, October 5th, November 2nd, or December 7th
5-8pm**

Financial Workshop for the Individual Investor

Learn about setting realistic financial goals, making wise investment decisions and avoiding unexpected financial risks. Participants of the workshop will learn ways to increase their investment income, reduce taxes on their investments, participate in the stock market, and save money for retirement or college.

Tuition: \$0

Books: \$20

Total: \$20

October 5, 2010 - November 9, 2010

Thu

7-9pm

CDL Testing

Pike CTC is a Public CDL Test Site. Truck and bus rental is available for testing.

To schedule a CDL test: 740-289-5860.

Examinees must provide the following information to reserve an appointment: Name, Address, Phone #, Permit # and Validation Date.

Fees:

Pre-Trip

\$20

Off-Road Maneuvering

\$20

On-Road

\$45

Full Test

\$85

School Bus Rental

\$110

Class A Truck/Trailer Rental

\$150

CPR

American Heart Association Courses

Courses can be scheduled and conducted on-site for groups of 5 or more.

BLS for Healthcare Providers

The BLS for Healthcare Providers Course covers core material such as adult and pediatric CPR (including two-rescuer scenarios and use of the bag mask), foreign-body airway obstruction, and automated external defibrillation.

Approx. 4.5 Hours. Cost is \$40 per person.



Heartsaver CPR

The Heartsaver CPR Course teaches CPR and relief of choking in adults and children, and infant CPR and relief of choking, and use of barrier devices for all ages.

Approx. 2 Hours. Cost is \$25 per person. Add \$5 for Infant CPR.

Heartsaver AED

The Heartsaver AED Course teaches CPR, AED use, relief of choking in adults and children, and infant CPR and relief of choking, and use of barrier devices for all ages.

Approx. 2.5 Hours. Cost is \$25.00 per person. Add \$5 for Infant CPR.

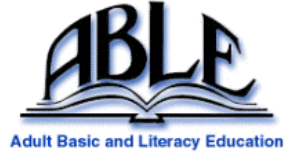
Heartsaver First Aid

The Heartsaver First Aid Course teaches how to manage illness and injuries in the first few minutes until professional help arrives. Course content includes General Principles, Medical Emergencies, and Injury Emergencies. Optional topics include CPR and AED, and Environmental Emergencies.

Approx. 6.5 Hours. Cost is \$75 per person. Add \$5 for Infant CPR.

First Aid Only: Approx. 3.5 Hours. Cost is \$30 per person.

Adult Basic & Literacy Education (ABLE)



ABLE provides adult learners with a second chance to learn basic academic skills necessary to accomplish their goals.

All classes & services offered under the ABLE program are FREE.

In ABLE you can...

- Prepare for the GED Test.
- Prepare for the Work Keys pre-entrance examination for post-secondary programs.
- Obtain reading, writing, and arithmetic skills needed to get or keep a job.
- Prepare for post-secondary courses and admissions testing.
- Prepare for pre-employment testing.
- Take the Official GED Practice Test.
- Acquire basic academic skills to help your children with their homework.
- Improve your Work Keys scores and National Career Readiness Credential.

GED Test

Free GED preparation classes are available at each ABLE site. Students who pass the Official GED Practice Test in the ABLE program are eligible to receive a fee waiver that will waive the Official GED Test fee.

Please call 289-4172 to inquire about the GED testing requirements, dates, and preparation.

ABLE Class Registration

To register for class please call (740) 289-4172 or 289-2282.

Tuition: \$0 Books: \$0 Supplies: \$0 Total Student Cost: \$0

Classes start every Monday.

ABLE Site Locations

The Pike County CTC ABLE program offers four different site locations over a three county service area. Please call the center to register or obtain more information.

Pike County:

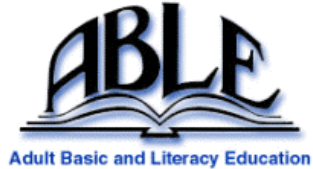
Pike County CTC, ABLE (Main Office)

175 Beaver Creek Road

Piketon OH 45661

(740) 289-2282 or 289-4172

Classes start every Monday at 8:00am.



Jackson County:

Jackson, Jackson Christian Church

102 Broadway St., Suite 1

Jackson OH 45640

(740) 286-2791

Classes start every Monday or Wednesday at 8:00am.

Wellston, Community of Christ Church

652 Radcliff Lane

Wellston OH 45692

(740) 384-4500

Classes start every Monday or Wednesday at 8:00am.

Hocking County:

Logan, Hocking County Community Center

42 East Main Street

Logan OH 43138

(740) 380-3805

Classes start every Monday at 9:00am.



Student Registration Form



Last Name First/Given Name Middle Initial

Address PO Box

City State Zip

Telephone Number E-Mail

To Register for a Program: _____

Program: _____

Start Date: _____ Do you have a HS Diploma or GED? YES NO

To Register for a Work Keys Assessment (Pre-Entrance Test) _____

Test Date: _____ For Program: Practical Nursing
 Pharmacy Technician
 MSSC
 Unsure or None

Make Check or Money Order Payable To: **"Pike County CTC"**

Mail to: Pike County CTC
Attn: Adult Education
175 Beaver Creek Rd.
Piketon OH 45661
Phone: 740-289-2282
Fax: 289-4932

Amount Enclosed: \$ _____

