

Computer Classes – Rufus Putnam Campus

The Adult Center offers the best computer software training, at the best price, in our area! Check us out! For exact dates, times, and offerings:

- Visit us at www.adultcentereducation.org.
- Like us on Facebook at www.facebook.com/adultcentereducation.
- Call 740-455-3111 for a complete listing to be mailed to you.

All classes include books and materials in the course fee.

Introductory Courses

Welcome to the World of Computers

This course combines computer concepts, Windows 7, basic Word 2010, Internet and email. This course offers an overall basis for understanding the computer.

Keyboarding

This class teaches students how to touch-type on a computer keyboard. If you need to learn the keyboard or pick up speed on the keyboard, this is a great class for you.

Microsoft Office 2010

We offer classes in Word, Excel, Access and PowerPoint. These classes will also help prepare you for the Microsoft Office Specialist exam as well as increase your productivity! Classes offered are:

- Word Core
- Word Expert
- Excel Core
- Excel Expert
- PowerPoint
- Access

Each class is 12 hours in various sessions and times.

Need specific help for a specialized part of Microsoft Office (any version), such as budgets, mail merge, presentations, etc.? Our instructors can help you solve your current business needs. We also offer one-on-one training at your facility or ours!

Human Resource Development

Customer Service Training

Build essential service skills! Learn to think and act consistently to please customers by putting them at the heart of your organization. Create unprecedented levels of customer satisfaction and loyalty.

March 10, 2012 9 am – 12 pm \$199

Basic Supervision

Learn the techniques and tips, and avoid the pitfalls, to become a great first-line supervisor.

May 19, 2012 9 am – 12 pm \$199

Call Janice McFerren at 740-455-3111, ext. 327, to learn about Customized Customer Service or Supervisory Training for your business or organization.

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Prepare for Great Paying Energy Jobs

Level 1 – Shale CORE Training – Creating Opportunities for Regional Employment

Prepare to step into a career in the shale gas industry with the skills to succeed! This core training will provide fundamental and transferrable skills for this exciting new industry to our region. This career path is not for everyone. Candidates selected will be required to pass a drug screening and be able to lift 60 lbs. over their head on a consistent basis. Class attendance is mandatory. Work in this industry requires long, hard hours (up to 80-100 hours per work week), and working outdoors regardless of the weather. Pay is excellent with great benefits.

The program includes:

- Safeland USA or OSHA 10
- NCCER Core Certification
- Natural Gas Industry Terminology and Fundamentals
- CPR & First Aid Certification
- Rigging
- Hydrogen Sulfide Awareness
- Employability Skills

120 hours Mon – Fri 8:00 am – 4:30 pm
Tuition: \$1,200

Jan 23 – Feb 10

Mar 5 – Mar 23

Apr 16 – May 4

Level 2 – Commercial Drivers License (CDL)

CDL Class A with Hazmat Endorsement Application Fee includes physical and drug screen - \$150 Students must pass physical, drug screen and Shale CORE training to take CDL training. Includes: Testing, CDL Licensure, Hazmat Endorsement. Classes begin every 6 weeks

200 hours 5 weeks
Tuition: \$4,510

Level 3 – Specialty Training

Welding Certifications – see reverse side

40 Hour Modular Training in:

PLC's, VFD's, AC Controls, Machine Controls, Electrical Schematics, Residential/Commercial Electricity and SCADA Systems – see reverse side.



Intro to Solar Photovoltaics (PV)

Solar energy is quickly becoming the green energy choice of today, and will be a major source of green energy in the future.

Upon completion of this course, students will be able to do the following:

- Identify photovoltaic (PV) applications and advantages.
- Describe the task required to perform a site analysis.
- Describe how to install a simple grid-connected PV system.
- Awareness of PV maintenance and troubleshooting.
- Identify codes and standards concerning installation, operation and maintenance of PV systems and components.

Tuition, books, and solar kit included.
40 hours 9:00 am – 3:00 pm
Apr 2 – Apr 6 or May 14 – May 18
Tuition: \$325



Energy Jobs are Coming! Prepare Now!

Look inside for details.

Visit us online at www.adultcentereducation.org

Earn College Credits

All of the full-time adult education programs qualify for college transfer credits, either with Franklin University, Zane State or statewide under the Board of Regents CT2 program. Call for details.



CT2
Career Tech
College Transfer

Business & Industry Training

100% Money-Back Guarantee

We believe in our training! We guarantee you will be delighted with our Customized Consultative Business and Industry training.

- Computers
- Human Resource Development
- Industrial & OSHA
- Health & Safety

Consult with us today!

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ECRWSS

POSTAL CUSTOMER

Mid-East Career & Technology Centers
Adult Center for Education
400 Richards Road
Zanesville, OH 43701



A Division of
MID-EAST
Career and Technology Centers
Means Jobs!

ADULT COURSE CATALOG WINTER/SPRING 2012



HANDS-ON TRAINING TO HELP YOU:

- Earn industry credentials and college credit
- Upgrade your technical or computer skills
- Learn a new high-wage, high-demand trade
- Like us on Facebook at www.facebook.com/adultcentereducation.

HANDS-ON CAREER TRAINING!

Serving Southeast Ohio for Over 40 Years



Vision Statement

Our commitment to every student's success drives us to be the leader in Career-Technical Education.

Mission Statement

Mid-East Career and Technology Centers provide every student dynamic career opportunities by creating and delivering exceptional educational programs.

Rufus Putnam Campus

(Main Office)
920 Moxahala Ave. (location)
400 Richards Road (mailing)
Zanesville, OH 43701
Phone: 740-455-3111
Fax: 740-455-2043
www.adultcentereducation.org

ABLE

(Central Office)
400 Richards Road
Zanesville, OH 43701
Phone: 740-454-7242
Fax: 740-454-6721

Buffalo Campus

(Guernsey County)
57090 Vocational Road
Senecaville, OH 43780
Phone: 740-685-2516
Fax: 740-685-2518

Like us on Facebook at

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Financial Aid

Programs of 600 hours or longer are eligible for Financial Aid for those who qualify. The Adult Center has a full-time Financial Aid Officer to assist you. Call Becky Stevens at 740-455-3111, ext. 321.

Senior Citizen Discounts

Present your Golden Buckeye Card at the time of registration and receive a 10% tuition-only discount for any full-time adult education program. For part-time programs, seniors receive a 10% discount for published class fees, except for already-discounted classes.

The Adult Center for Education is a division of Mid-East Career and Technology Centers and does not discriminate against any individuals for reasons of race, color, creed, religion, age, sex, disability or national origin.



Articulation Agreements

All full-time and career development programs offered at the Adult Center are eligible for college credit.



CT2

Ohio

Board of Regents



FREE ABLE/GED Preparation

The Adult Basic and Literacy Education program provides adults with a second chance to master basic skills. This program is FREE to help you improve basic reading, writing, and math skills in preparation for the GED test or to prepare to go to college. Students can also earn the Basic and Advanced ABLE Skills Certificates from the Ohio Board of Regents at no cost. Call 740-454-7242 or 800-350-1242.

Healthcare Training

Practical Nursing

Learn the knowledge and skills necessary to become a Licensed Practical Nurse (LPN).

1,248 hours **Approx. 42 weeks**
Aug 2012 – June 2013

Mon – Fri **8 am – 3 pm**
Tuition: **Approx. \$9,400**

Applications accepted:
December 1, 2011 – March 9, 2012
\$50 application fee

Prepare to Earn Certification in:
National Council Licensure Examination (NCLEX)

Nurse Aide (STNA)

A Nurse Aide is responsible for providing direct resident care under the supervision of a Licensed Practical Nurse (LPN) or Registered Nurse (RN). To be successful, you must work together with members of a healthcare team. The Nurse Aide program provides classroom learning, laboratory practice and supervised patient care.

Each class is limited to the first 24 registered and paid students. Books included. Exam fee extra.

Classes offered year-round.

83 hours **Approx. 2 weeks**
Mon – Fri **8 am – 4 pm**
Tuition: **\$510**

Prepare to Earn Certification in:
State Tested Nursing Assistant (STNA)

Pharmacy Technician

Train for a career as a Pharmacy Technician. Strong math skills are required. Boards for PTCB exam for an additional fee. Books included.

70 hours **Mar 26, 2012 – June 4, 2012**
Mon & Wed **6 – 9:30 pm**
Tuition: **\$999**

Prepare to Earn Certification in:
Pharmacy Technician Certification (PRCB)

Visit us online at
www.adultcentereducation.org

Phlebotomy Technician

Phlebotomists draw blood from patients for testing purposes. Classroom and lab work includes terminology, A and P, blood collection procedures, hands-on practice and puncture methods. Books included.

90 hours **Mar 20, 2012 – May 29, 2012**
Tue & Thur **6 – 9:30 pm**
Some Saturdays **9 am – 3 pm**
Tuition: **\$1,599**

Emergency Medical Technician (EMT)

Emergency Medical Technician training is designed for people interested in the care and transportation of patients in emergency vehicles. The course contains class work and clinical experience. Books and materials included.

130 hours **18 weeks**
Jan 5, 2012 or June 4, 2012 – Aug 18, 2012
Mon & Wed **6 – 10 pm**
Some Saturdays
Tuition: **\$970**

Prepare to Earn Certification in:
EMT National Registry Exam



Professional Office Training

Administrative Assistant

Students are trained to become invaluable administrative assistants in any business.

900 hours **Start Dates:**
Mon – Fri **Jan 3, 2012 or Apr 30, 2012**
Tuition: **8:30 am – 3:30 pm**
 \$5,665

Prepare to Earn Certifications in:
• Microsoft Office Specialist Word/Excel
• IC³ Certification
• First Aid/CPR
• OPAC-Office Proficiency Assessment & Certification

Certified Medical Office Assistant

Students prepare for entry-level positions in hospitals, physician offices, public services and outpatient clinics.

600 hours **Start Dates:**
Mon – Thur **Jan 3, 2012 or Apr 30, 2012**
Tuition: **4 – 9:30 pm**
 \$4,625

Prepare to Earn Certifications in:
• Microsoft Office Specialist Word
• OPAC-Office Proficiency Assessment & Certification
• NCCT Certified Medical Office Assistant
• NCCT Certification Insurance and Coding Specialist



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Multi-Craft Industrial Technology

Local manufacturers need employees with technical skills. Multi-Craft students learn to work with AC motor controls, PLCs, hydraulics/pneumatics and welding. Great paying jobs await completers! Includes tools.

900 hours **47 weeks**
Mon – Wed **4:30 – 9:30 pm**
Start Dates: **Jan 3, 2012 or May 2, 2012**
Tuition: **\$9,450**

Prepare to Earn Certifications in:
• NCCER – CORE Electricity 1, Industrial Maintenance
• OSHA10
• First Aid/CPR

Certification Welding

American Welding Society (AWS) SENSE Welding Certification uses the nationally recognized Hobart curriculum (must complete 1 and 2).

All welding offered 5:30 – 9:30 pm, M, T, W, TH

1. Oxyfuel and Plasma Thermal Cutting (OAW)
72 hours **\$500**
Jan 3 – Feb 2, 2012 or Mar 26 – Apr 24, 2012

2. Shielded Metal Arc Welding Basic (SMAWB)
72 hours **\$900**
Feb 13 – Mar 13, 2012 or May 7 – Jun 6, 2012

3. Shielded Metal Arc Welding Structural
AWS D1.1 Certification
*Must complete AWS SENSE as prerequisite
72 hours **\$900** **Jun 18 – Jul 18, 2012**

4. Shielded Metal Arc Welding 2" Pipe AWS
API 1102 Certification
*Must complete AWS SENSE as prerequisite
72 hours **\$900** **Jul 23 – Aug 21, 2012**

Welding classes include all materials and certification testing. Students must provide PPE.

40 Hour Modular Classes Available

Call for details \$425/module
PLC's (Levels 1-5), VFD, AC Controls, Machine Controls, Electrical Schematics, Res/Commercial Electricity, SCADA Systems.

Full-Time Career Development Programs

Applications are accepted seasonally for the following high-wage, high-demand training programs. All of these programs are eligible for financial aid for those who qualify. Call today to enroll!

Program	Hours	Credentials Earned	Start Date
Administrative Assistant	900	<ul style="list-style-type: none"> Microsoft Office Certified Specialist Word/Excel IC³ Certification OPAC-Office Proficiency Assessment & Certification First Aid/CPR 	Jan 2012, Apr 2012 and Sep 2012
Building Construction & Remodeling	720	<ul style="list-style-type: none"> OSHA10, CPR/First Aid NCCER – CORE, Carpentry, Concrete and Drywall 	Sep 2012
Certified Medical Office Assistant	600	<ul style="list-style-type: none"> OPAC-Office Proficiency Assessment & Certification NCCT Certified Medical Office Assistant NCCT Certification Insurance and Coding Specialist 	Jan 2012, Apr 2012 and Sep 2012
Heating & Air Conditioning	600	<ul style="list-style-type: none"> OSHA10, CPR/First Aid R-410 A Safety Training EPA Refrigerate Recovery 	Sep 2012
Multi-Craft Industrial Technology	900	<ul style="list-style-type: none"> NCCER – CORE (Electricity 1, Industrial Maintenance) OSHA10 First Aid/CPR 	Jan 2012, April 2012 and Sep 2012
Power Lineman	900	<ul style="list-style-type: none"> Class D Power Lineman OSHA10, CPR/First Aid 	Orientation: Mar 2012 Program Starts: July 2012
Multi-Skilled Technician	650	<ul style="list-style-type: none"> STNA Pharmacy Tech Home Health Aid Phlebotomy 	Sep 2012
Paramedic (EMT-B required prior to taking this program)	800	<ul style="list-style-type: none"> Paramedic National Registry Exam National Council Licensure 	July 2012
Nursing	1248	<ul style="list-style-type: none"> Exam (NCLEX) 	Apply Dec - Mar; Program starts: Aug 2012
Auto Technology (Offered at Buffalo Campus)	700	<ul style="list-style-type: none"> NATEF ASE Certification in Brakes, Electrical, Engine Performance and Suspension and Steering 	Sep 2012
Commercial & Residential Electricity	720	<ul style="list-style-type: none"> NCCER – CORE and Electricity I and II, CPR/First Aid, OSHA10 	Sep 2012

For more information about our graduation rates, job placement, student debt and other important data, visit www.adultcentereducation.org.

Credentials Matter!

