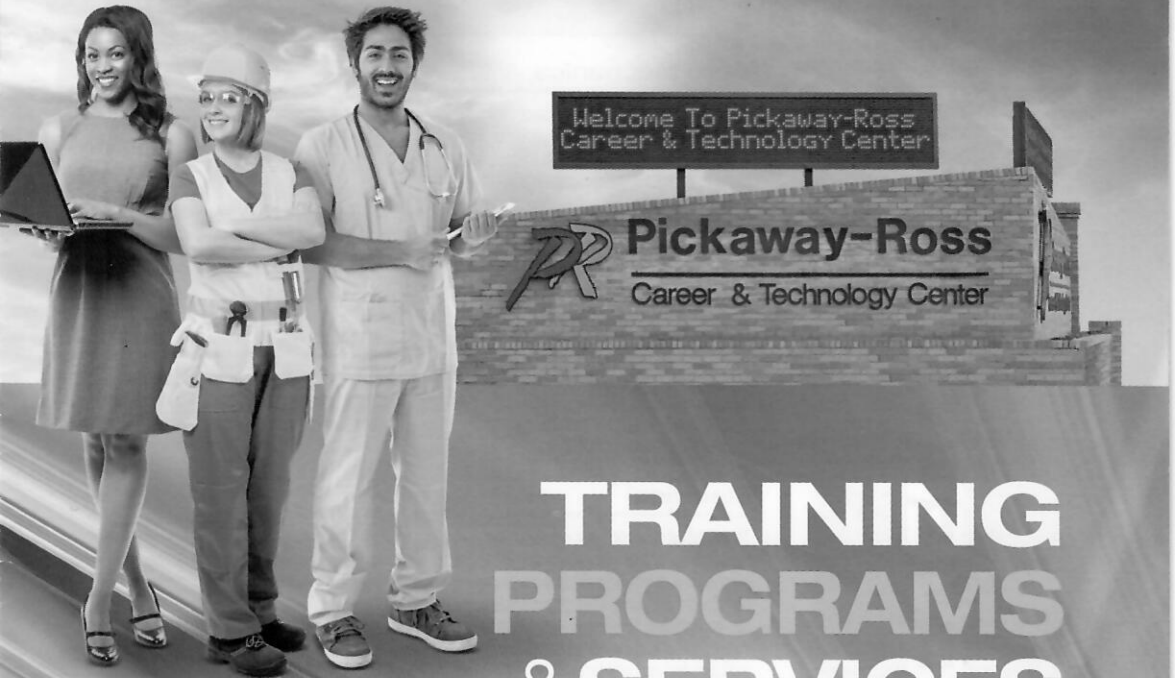


ADULT EDUCATION

TRAINING FOR YOUR CAREER
CONSULTING FOR YOUR BUSINESS



TRAINING PROGRAMS & SERVICES



Pickaway-Ross

Career & Technology Center

Adult Education



ADULT EDUCATION CAREER-DEVELOPMENT COURSES

CAREER-DEVELOPMENT COURSES

SKILLED TRADES

Call (740) 642-1224 or (740) 474-3331, Ext. 31224.



Auto Mechanics

This program prepares students for employment in the auto repair field. Through a combination of classroom instruction and hands-on training, students learn how to diagnose and repair automobiles. Examples of program modules include, but are not limited to: brakes, engine performance, heating and air conditioning, electrical, employability and job-search assistance.

Certifications offered: Section 609 EPA, OSHA 10, ASE Student Certification, ASE*

*ASE (course prepares students to take the ASE certification, however students must meet additional experience requirements in order to receive certification)

Articulation: Franklin University
Instructional hours: 900

Electrical

The field of electricity is challenging and rewarding. The skills necessary to become successful require technical studies and hands-on practice. This course will provide the foundation needed to enter this in-demand career field. Examples of program modules include, but are not limited to: electrical theory, electronic devices and circuits, instrumentation, motors, conduit bending, troubleshooting, employability and job-search assistance.

Certifications offered: NCCER, OSHA 10
Articulation: Franklin University
Instructional hours: 900



Heating, Ventilation & Air Conditioning (HVAC)

Acquiring the basic technical skills required in the HVAC service industry can be a student's ticket to joining others who have successfully entered this challenging and rewarding career. Examples of program modules include, but are not limited to: electricity for HVAC and controls, heating systems, principles of A/C, refrigeration, EPA preparation, troubleshooting, employability and job-search assistance.

Certifications offered: NCCER, OSHA 10, R-410A, EPA 608

Articulations: Franklin University, CT² eligible
Instructional hours: 900



Industrial Maintenance

This program prepares students for a career in the maintenance field. Students will be exposed to multiple craft areas including electrical, welding, HVAC, plumbing, industrial maintenance, robotics and PLCs. This program also includes safety and employability.

Certifications offered: NCCER, OSHA 10
Articulations: Franklin University, CT² eligible
Instructional hours: 900

MSSC - Certified Logistics Technician Program

This 70-hour course includes the Certified Logistics Associate (CLA) and Certified Logistics Technician (CLT) certifications through the Manufacturing Skills Standards Council (MSSC). Students will first complete the CLA level, which will provide foundational supply-chain knowledge with modules on logistics environment, global supply chain, safety, material handling equipment, quality control, communication and problem solving. After completing the CLA, students will move onto the CLT course. The CLT course offers mid-level technician knowledge and skills, which includes modules in product receiving, product storage, order processing, packaging, inventory control, dispatch and tracking operations.

Certifications offered: MSSC Certified Logistics Associate (CLA) and Certified Logistics Technician (CLT)
Instructional hours: 70

(740) 642-1288 | (740) 474-3331, Ext. 31288
Toll-Free 1-877-360-7566 | Fax (740) 642-1398

MSSC – Certified Production Technician Program

The Manufacturing Skills Standard Council (MSSC) training program builds core knowledge and skills needed for high performance manufacturing. This 120-hour online training program includes four training modules in Manufacturing Safety, Quality Practices & Measurement, Manufacturing Process & Production and Maintenance. After completion of the online training program, students will be prepared to sit for the MSSC certification exams to earn the nationally recognized Certified Production Technician certification from the Manufacturing Skill Standards Council.

Certification offered: MSSC Certified Production Technician

Articulations: Ohio University-Chillicothe, Shawnee State University, University of Rio Grande, CT² eligible
Instructional hours: 120

Power Lineman

This course is offered in partnership with American Electric Power. It is designed to prepare the student to enter the profession as a Class D Power Lineman. Students participating in the program will receive Class A truck driver training plus instruction in: pole climbing, pole setting, operation of a bucket truck and digger derrick, stringing primary and secondary wire, service drops, hanging cross arms, performing hurt man rescue, basic electricity, employability and job-search assistance.

Certifications offered: Class A CDL, Class D Power Lineman, NCCER, OSHA 10
Articulation: Franklin University
Instructional hours: 900



Welding

This course is designed to meet the growing demand for trained welders in our area. The course will train students on basic welding skills and provide industry-recognized certifications. This program will provide hands-on experience and practice for basic welding techniques, including stick, mig and tig welding. Program modules will include, but are not limited to: welding symbols, oxyfuel cutting, plasma cutting, weld quality, employability and job-search assistance.

Certifications offered: NCCER, AWS D1.1, OSHA 10
Articulation: Franklin University
Instructional hours: 900

HEALTH TECHNOLOGIES

Call (740) 642-1440 or (740) 474-3331, Ext. 31440.

EKG Technician

This program is designed to prepare students for employment as an electrocardiograph technician. Students in this program will learn to become team members and will have in-depth knowledge of the 12 lead EKG and the conduction system of the heart as well as some of the disorders that can be monitored with the EKG or other mobile monitoring systems.

Certification offered: CET
Instructional hours: 50



Medical Assisting

Students will take focus classes and complete an externship (working in an office), melding classroom learning with hands-on experience. Classes include anatomy and physiology, medical terminology, medical transcription, coding basics, computer technologies, administrative medical office procedures, medical emergencies, drug therapy, clinical office procedures including diagnostic exams, injections, sterile treatments and procedures, phlebotomy and EKG. Upon successful completion of the program, students will be eligible to sit for the AAMA CMA Certification Examination.

Certifications offered: CMA, CT² eligible
The Medical Assisting program is accredited by the CAAHEP Medical Assisting Education Review Board.

Medical Billing Specialist

This curriculum is designed to provide students with the computer skills used in medical billing, as well as the administrative skills required in a medical office. The course will cover an in-depth study of medical terms from a systems perspective of medical record coding, using ICD-10, CPT and HCPCS as they relate to billing and reimbursement. Classes include: the administrative medical assistant, medical terminology, medical transcription, customer service, basics of pharmacology, computer applications, coding and billing for the medical office.

Certifications offered: CBCS, CMAA
Instructional hours: 827



Nurse Aide

Topics taught in the curriculum are approved by the Ohio Department of Health. This course is offered several times throughout the school year.

Certifications offered: STNA,
Instructional hours: 77

Pharmacy Technician

This 600-hour course introduces students to the basic pharmacy technician duties in hospital and retail pharmacy settings. Areas of study will include pharmacology, pharmacy technology, pharmacy calculations, CPR and first aid, terminology, medical information privacy mandates (HIPAA), infection control/blood-borne pathogens, legal/ethical issues, customer service and professionalism. This course includes clinical experience in hospital and retail pharmacy settings.

Certifications offered: CPhT,
This program has attained ASHP candidate status
Instructional hours: 600

Phlebotomy

This course focuses on the procedures and techniques a phlebotomist must perform to obtain an accurate laboratory result from a blood sample.

Certification offered: CPT
Instructional hours: 100



Practical Nursing Education

This program is approved by the Ohio Board of Nursing. Successful graduates may complete the NCLEX license exam to become licensed practical nurses in the State of Ohio.

Nurse Aide, Anatomy & Physiology and the HESI entrance exam are prerequisites for this program.

Certifications offered: LPN, CT² eligible
Instructional hours: 1,270

PRCTC health-care programs work in partnership with Hocking College, Ohio University-Chillicothe and the University of Rio Grande to provide students with seamless educational opportunities.

IT ACADEMY

IT Fundamentals

The course will prepare you to take the CompTIA IT Fundamentals exam that will lay the foundation for additional certifications such as CompTIA's A+, Network+ and Security+.

Certifications offered: *CompTIA IT Fundamentals*

PUBLIC SAFETY

Call (740) 642-1284 or (740) 474-3331, Ext. 31284.

Basic Police Academy

The Pickaway-Ross Basic Police Academy will offer real-world experience, hands-on learning and professional opportunities to lead students into a career in law enforcement. The duties of a police officer, also known as a law enforcement officer, are on protecting people and property. Officers patrol the areas they are assigned, which sometimes include entire jurisdictions, respond to calls, enforce laws, make arrests, issue citations and occasionally testify in court cases.

Certification: *Ohio Peace Officer Training Commission; COE accreditation pending*
Instructional Hours: 804

Corrections Academy

Students completing the Corrections Basic Training have the ability to apply for an entry-level corrections position at local, county or state correctional facilities. Inside the prison or jail, correctional officers enforce rules and regulations. They maintain security by preventing disturbances, assaults and escapes. On any given day, officers search inmates for contraband, such as weapons and drugs, settle disputes between inmates and enforce discipline.

Certification: *Ohio Peace Officer Training Commission Basic Corrections Certification; COE accreditation pending*
Instructional Hours: 145



EMR — Emergency Medical Responder

This course is for individuals who want to be on emergency response teams at their place of employment or who want to serve as fire, police or security personnel. This program will use scene information and simple patient assessment findings to identify and manage immediate life threats and injuries within the scope of practice of the EMR. Those who successfully complete the course are eligible for state certification.

Certifications offered: *EMS National Registry Certification and State of Ohio certifications*
Articulations: *Shawnee State University, CT² eligible*
Instructional hours: 54



EMT — Emergency Medical Technician

This 150-hour course follows state and national requirements for certification as an EMT-Basic. Basic life support for the pre-hospital setting is the focus of this course, which is designed for individuals seeking entry-level positions as employees or volunteers. Areas of training include operations, management of the airway, patient assessment, medical and cardiac emergencies, trauma and special populations and needs.

Certifications offered: *EMS National Registry certification and State of Ohio certifications*
Articulations: *Shawnee State University, CT² eligible*
Instructional hours: 150
(Including clinical hours)

AEMT — Advanced Emergency Medical Technician

This class builds from the EMT-Basic curriculum to include many advanced skills. A current State of Ohio EMT-B card is required.

Certifications offered: *EMS National Registry Certification and State of Ohio Certifications*
Articulations: *Shawnee State University, CT² eligible*
Instructional hours: 220
(Including clinical hours)

National Registry Testing for EMS and State of Ohio Testing for Firefighters is now available in the PRCTC Testing Center.

EMT — Paramedic

This 984-hour course includes all of the National Standard objectives for the paramedic profession. Students will participate in classroom training with additional hours spent in clinical rotations at the hospital and in ride-along time with area squads.

EMT-B and Anatomy & Physiology are pre-requisite courses for this program.

Certifications offered: *EMS National Registry and State of Ohio, ACLS, AMLS, PHTLS, ASLS and PALS*

Articulations: *Shawnee State University, CT² eligible*

The EMT-Paramedic program is accredited by the CAAHEP Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Instructional hours: 984
(Including clinical hours)

Firefighter I

This course covers all of the material and skills of the volunteer firefighter with additional advanced skills and in-depth knowledge of fire control and live burns.

Certification offered: *State of Ohio*
Articulations: *CT² eligible*
Instructional hours: 160

Firefighter II — Transition Course

This course offers the required training to meet State of Ohio certification as a Level II firefighter. This course has a strong emphasis on rescue, alarm and sprinkler systems, and fire streams. Students must be certified as a Level I firefighter before entering the program.

Certification offered: *State of Ohio*
Articulation: *CT² eligible*
Instructional hours: 84

Professional Firefighter/EMS

This 630-hour course follows state and national requirements for certification as an EMT-Basic, Advanced EMT and Professional Firefighter. This course is designed for those who are seeking employment as a Professional Firefighter/EMS provider. This course will offer advanced skills in fire and EMS training. Students successfully completing this course and passing the State of Ohio and National Registry certification exam will meet the requirements to become a career firefighter.



Volunteer Firefighter

The State of Ohio Certified Volunteer Firefighter course is a basic-awareness level course designed to introduce the student to the beginning elements of fireground safety and support operations and to provide them with the knowledge, skills and abilities to assist in firefighting support operations with fire departments.

Certification offered: State of Ohio

Articulation: CT² eligible

Instructional hours: 36



Human Resource Development & Leadership Training

The Human Resource Development (HRD) team provides training services, seminars and workshops designed to offer knowledge, skills and training customized to your company's specific needs. The HRD team will work with you to assess your needs and develop targeted training programs to improve employee efficiency and encourage professional development.

The Leadership Academy is an innovative series of development topics. It gives employers the opportunity to send employees to a four-hour training class at PRCTC that will prepare their employees with skills needed to face the unique challenges of today's workplace. Course titles and descriptions are available at www.pickawayross.com/HumanResourceDevelopment.aspx. The HRD team can also prepare leadership training developed to your specific organizational needs.

IT Training & Consulting

PRCTC offers a range of classes in the latest computer technologies. Laptop computers are available for training on your site. The most popular software classes include Access, Excel, PowerPoint, Windows, Word and Outlook. These short-term classes can be customized to meet your company's needs. Classes are available in beginner, intermediate and advanced levels. PRCTC also provides one-on-one consulting to increase effectiveness of employees working with specific features of a software program.

Skilled Trades Industrial Contract Training

PRCTC can customize training to meet your company's needs. Customized training can be performed across all shifts and can be conducted at any appropriate site. Examples of training topics are: Drives and Coupling Alignment, HVAC and EPA certification, Instrumentation, Welding, Maintenance Systems, Electrical and Electronics, Mechanical Maintenance, Hydraulics/Pneumatics, NCCER and Programmable Logic Controllers.



BUSINESS SERVICES

Call (740) 642-1365 or (740) 474-3331, Ext. 31365.

Customized Pre-Employment Assessment Services

Services for business and industry include assessments for employee selection, promotion, training and certification. Assessments are delivered via paper/pencil, hands-on performance and computerized testing. Customized assessments that meet a company's specific needs can be arranged.

Local businesses have partnered with PRCTC to create the Job Ready Program. Businesses have jobs profiled to determine the skill levels required for a particular position. Prospective employees take WorkKeys assessments to determine skill levels. Matching job requirements to prospective employees' skills enables a more efficient hiring process and improves retention.



Health & Safety Contract Training

Do you need staff development from a dynamic, cost-effective source? The Health Technologies programs at PRCTC offer classes that enable health-care agencies to meet the demands of the changing market. Through personal assessment of your needs, the Health Technologies team will customize a curriculum for you. PRCTC is accredited as a provider of continuing education offerings in nursing. Classes available include CPR/first aid, Licensed Staff Development, Occupational Health Staff Development, OSHA requirements for Blood-borne Pathogens and Substance Abuse Recognition in the School and Workplace.

Pickaway-Ross Campus Locations:

- 895 Crouse Chapel Road, Chillicothe, OH 45601
- 1410 Industrial Drive, Chillicothe, OH 45601
- 40 W. Fifth St., Chillicothe, OH 45601
- 424 E. Mound Street, Circleville, OH 43113



Pickaway-Ross

Career & Technology Center
Adult Education

www.pickawayross.com

ADULT EDUCATION PART-TIME CLASSES

PART-TIME CLASSES

Photography Classes

- Beginner
- Intermediate
- Advanced



ServSafe Certification

Child Care Series

- Communicable Diseases
- CPR
- First Aid
- Recognition of Abuse



Computer Classes

Classes are available in beginner, intermediate and advanced levels.

- Adobe Products
- Access
- Excel
- Google Suite
- Internet Fundamentals
- Introduction to Computers
- Outlook
- Photoshop Elements
- PowerPoint
- Publisher
- QuickBooks Pro
- Windows
- Word



Motorcycle Ohio Classes

For more information or to register for classes, go to www.motorcycle.ohio.gov.



For more information, call (740) 642-1288 or (740) 474-3331, Ext. 31288 or register online at register.pickawayross.com

PRCTC is a University System of Ohio Training Provider.



Pickaway-Ross

Career & Technology Center
Adult Education

MISSION STATEMENT:

The Pickaway-Ross CTC delivers unique and progressive academic and career educational opportunities that empower individuals to achieve their goals.

TRAINING FOR YOUR CAREER

CONSULTING FOR YOUR BUSINESS

STUDENT SERVICES

Career Services

Career services are provided to all Pickaway-Ross CTC Adult Education career development students. Call (740) 642-1365 or (740) 474-3331, Ext. 31365.

Financial Aid

Financial Aid is available through a variety of sources for qualified individuals in Career Development programs. Call (740) 642-1326 or (740) 474-3331, Ext. 31326.

Aspire

The Aspire program, located at 40 W. 5th St. in Chillicothe and 424 E. Mound St. in Circleville, is a free service providing educational training to adults. Aspire serves adults seeking to strengthen their skills in reading, writing or math to enter employment, post-secondary training or prepare for the GED or WorkKeys test. Programs offered through Aspire are the Adult Diploma Program, 22+ and the Industry Credential Program, which provide opportunities for adult learners who have not earned their high school diploma to do so while also earning a credential in a high-demand industry. For more information, call the Chillicothe office at (740) 779-2035 or the Circleville office at (740) 642-1294.

Career Assessment and Counseling

Not sure what career is best for you? The individualized career assessment and counseling service is available to help you develop a career plan. Occupations that match your interests, skills and work values will be explored and linked to current labor market information and potential training opportunities. Career assessments will be scheduled on an individual basis. For more information, call (740) 642-1320 and (740) 474-3331, Ext. 31320.

PRCTC Assessment Center

WorkKeys assessments for enrollment in PRCTC classes or the Job Ready Database are offered several times each week. A list of scheduled times and locations is available on the Web site. Advance online registration is necessary. Go to **register.pickawayross.com**. A photo ID is required at the time of testing. For Test Center Information, call (740) 642-1359.

Please refer to our Web site

Go to www.pickawayross.com/adulteducation_home.aspx for steps to enrollment, admissions guidelines and refund policies. For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit www.pickawayross.com/GainfulEmploymentDisclosureInformation.aspx.

Pickaway-Ross Career & Technology Center is:

- Accredited by the Commission of the Council on Occupational Education, 7840 Roswell Rd., Bldg. 300, Suite 325, Atlanta, GA 30350
Telephone: (770) 396-3898 / FAX: (770) 396-3790,
<http://www.council.org>.
- A member of the University System of Ohio
- An authorized Microsoft testing center
- An authorized test center for Pearson Vue, Castle, Comira, Kryterion and ISO-Quality

For information about national and program accreditations, contact PRCTC.

Cost for all classes and services is subject to change without notice and Pickaway-Ross CTC retains the right to make course and schedule changes. Without sufficient enrollment, classes may be canceled. Pickaway-Ross Career & Technology Center offers a \$500 tuition reduction to any senior graduating from a Pickaway or Ross County PRCTC associate high school who enrolls in a full-time Adult Education program (600 hours or more). Further, any student who completes a PRCTC program

or a four-year satellite program will receive a \$1,000 tuition reduction for enrolling in a full-time Adult Education program.

Senior citizens and veterans may be eligible to receive a 10 percent discount on select part-time Career Enhancement and Personal Enrichment classes. Contact PRCTC for discount details. Programs and services are available without regard to race, color, national origin, sex, age or disability.

Pickaway-Ross CTC is an equal opportunity educational provider that strongly encourages all interested students, both traditional and non-traditional, to apply.



Pickaway-Ross
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OhioHigherEd
University System of Ohio

Visit us online at www.pickawayross.com



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