

Information

Career Development programs are open to students of any age who hold a high school diploma or GED and are looking to re-enter the workforce. Support is available for those interested in non-traditional careers.

Registration

Call 440-774-1051 or 440-986-6601, extension 2254, to schedule an admissions appointment with a program representative.

You will get specific information regarding the program, entrance requirements, job market, salary and hiring potential. Additionally, you will have an opportunity to meet with a financial assistance officer, if desired.

Financial Assistance

If you are interested in applying for a grant, loan or other assistance, at your first appointment you need to provide the following information: **W-2s and federal tax form 1040 from 2008.**

If you cannot answer yes to any of the following questions, you will **also need to submit your parents' W-2s and federal tax form 1040 from 2008.** The questions are: Were you born before January 1, 1986? As of today, are you married? Do you have children who receive more than half of their support from you? Do you have dependents (other than children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2010? Are (a) both of your parents deceased, or (b) are you (or were you until the age of 18) a ward or dependent of the court? Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training? Are you a veteran of the U.S. Armed Forces? The above documents need to be submitted to the Financial Aid Coordinator in the Adult Career Center Office.

Employment Opportunities

The Career Services Office serves as a liaison between students and the employment community. An ongoing database of available employment opportunities is maintained and made available to job seekers. Job seekers are directed to potential employment opportunities based on their skills, training and experience.

Employers are encouraged to send job postings to the Career Services Office by mail or fax. Job postings can also be entered directly into our database at www.lcjvs.com under Career Services on the menu bar.

Accreditation

All teachers are qualified practitioners in their art of instruction and are certified by the Ohio Department of Education. The Lorain County JVS Adult Career Center is accredited by the North Central Association Commission on Accreditation & School Improvement.

The Lorain County JVS Board of Education and its staff are dedicated to providing equal educational opportunities and equal employment opportunities without regard to gender, race, color, creed, national origin, religion, age or handicap.

Elyria/Oberlin 440-774-1051, ext. 2254
Lorain 440-986-6601, ext. 2254
www.lcjvs.com
Fax 440-776-2070



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Adult Career Center

Fall 2009

Job Training/Career Development Programs



Break Through
to Your Potential

Elyria/Oberlin 440.774.1051 Extension 2254
Lorain 440.986.6601 Extension 2254

www.lcjvs.com

Information Technology

Computerized Business Technology

This comprehensive office training program prepares students for careers as Office Support Technicians, Clerks, Word Processing Specialists, Accounting Clerks and Administrative Assistants. Students participate in a 120-hour work-based experience in a local company utilizing the skills and abilities learned throughout the program. 90% of graduates gain employment in a related field. Students may earn Microsoft Certified Application Specialist certification!

Sept. 14 – June 2 M, T, W, Th 9am – 4pm 953 Hours \$5,750
(includes the cost of one Microsoft test and a flash drive)

There are five modules to this program.

CUSTOMER SERVICE/RECEPTIONIST WHICH INCLUDES:

- Computerized communications via the Internet, email and keyboarding
- Word processing using Microsoft Word 2007
- Operating office equipment
- Customer service
- A positive work ethic

OFFICE SUPPORT TECHNICIAN WHICH INCLUDES:

- Word 2007
- Excel 2007
- 10-Key calculator operations

ACCOUNTING CLERK WHICH INCLUDES:

- Fundamentals to handle simple transactions in
- Accounts Receivable
- Accounts Payable
- Payroll
- QuickBooks

ADMINISTRATIVE ASSISTANT WHICH INCLUDES:

- Office technology skills
- Business communications
- Internet/email
- Outlook 2007
- PowerPoint 2007

INTERNSHIP

Students participate in a 120-hour work-based experience in a local company utilizing the skills and abilities learned throughout the program.

Healthcare

MEDICAL ASSISTING

As one of the fastest-growing allied healthcare careers, Medical Assisting offers terrific opportunities for advancement! Be employed as a CMA in high-demand areas such as physicians' offices, outpatient clinics, laboratories or urgent care centers. The program includes: Medical Terminology, Office Procedures, Medical Lab Techniques, Medical Law and Ethics, Coding and Insurance Processing, CPR, First Aid, Anatomy and Physiology, Phlebotomy, Patient Assessment and more. Course includes 112 non-paid, supervised clinical hours and a 160-hour externship in a local medical facility.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Medical Assisting Education Review Board (MAERB). Training with this program includes the AAMA CMA Certification examination. Upon successful completion of the program and passage of the CMA exam, you will be eligible for 22 college credits.

Sept. 21 – June 10 M, T, W, Th 9am – 4pm 956 Hours \$7,690 (includes one uniform and the CMA test fee)

PHLEBOTOMY TECHNICIAN

Upon completion of this program and the NHA national exam, entry-level job opportunities are expected to be excellent at hospitals, outpatient clinics or physicians' labs. The program includes: 120-hour Anatomy and Physiology, Medical Terminology, CPR and a non-paid supervised externship.

Oct. 20 – Mar. 3: T, W, Th, F 11am – 3pm 330 Hours \$2,195 (includes uniform and test fee)

STNA

Are you a person who has a passion for people and a dedication to caring? State Tested Nurse Aids work in both nursing homes and long-term care facilities. Our classes prepare students for entry-level positions in the healthcare field and are designed for students with or without previous medical experience. Content in our classroom and skills lab includes communication, personal care, infection control, safety, body mechanics, basic nursing and restorative care. Students learn the latest trends and practices with a hands-on approach. Books extra. Graduates of our 101-hour training course are eligible to take the Ohio STNA exam.

Oct. 6 – Dec. 15 T, Th 5 – 10pm 101 Hours \$895

MEDICAL OFFICE

This program will provide the entry-level administrative and clinical skills necessary to work in a medical setting. This course covers: Basic Anatomy, Vital Signs, CPR, First Aid and Medical Terminology. Office Procedures include: Insurance Claims Coding, Scheduling, Filing and Billing.

Aug. 31 – Jan. 20: M, W 5:30 – 10pm 153 Hours \$1,285 (includes test fee)

PHARMACY TECHNICIAN

This program prepares students for jobs in retail pharmacies, hospitals and nursing homes. You will prepare for and take the National Pharmacy Technician Certification Test! Topics include: Medical Terminology, Basic Pharmacology, Medical Dispensing, Anatomy and Physiology, Insurance Forms, Computer Literacy, Legal Issues and Universal Precautions. Students participate in a work-based experience in a local pharmacy or hospital.

Oct. 6 – May 27 T, W, Th 5:30 – 9:30pm 340 Hours \$2,500 (includes National Certification test fee)

DENTAL ASSISTING/RADIOGRAPHY

This program prepares students for a chair-side position in a dental office. The course introduces dental anatomy, terminology, dental specialties, chair-side assisting, laboratory procedures, infection control, sterilization procedures, dental instruments and mixing dental materials. The course also offers a 7-hour initial training course for a Dental Assistant Radiographer. This is the first step to obtaining a Dental Assistant Radiographer's certificate in Ohio. BLS Healthcare provider CPR and First Aid and Safety included. Books extra. Must have the Hepatitis B vaccination series started.

Sept. 15 – Jan. 21 T, Th 6 – 10pm 132 Hours \$995



Skilled Trades

PRECISION MACHINE TECHNOLOGY

Plan now for a future in Tool and Die, CNC, Mold Making and many other metalworking trades. This program will prepare you for a rewarding career in metalworking and includes the National Institute of Metalworking Skills (NIMS) certification. Currently, there are many positions available for skilled metalworkers, and according to NIMS, Northern Ohio will have a major shortage of skilled metalworkers. This program consistently puts 95-100% of its graduates in related jobs! Topics include: Machining, Blueprint Reading, GD&T, CMM (Coordinate Measuring Machine), Shop Math, CNC, Tooling, Measuring, Safety and Metallurgy. Students participate in a work-based experience at a local manufacturing company.

Sept. 14 – June 8 M, T, W, Th 5:30 – 10pm 600 Hours \$4,595 (includes NIMS level one test)

AUTO TECHNOLOGY

This program prepares students for Automotive Service Excellence testing certification and employment in the repair field. Through a combination of classroom and hands-on training, learn how to diagnose and treat the following: Automatic Transmissions/Transaxle, Brakes, Engine Repair, Manual Drive Train and Axles, Electrical/Electronic Systems, Heating and Air Conditioning, Engine Performance and Advanced Engine Performance. Tests are extra.

Sept. 14 – June 8 M, T, W, Th 5:30 – 10pm 600 Hours \$4,595 (includes one ASE test)

ABLE/GED

Come join us – learn at your own pace!

Adults receive instruction and materials to improve their reading, writing and math skills in order to prepare for entrance exams and job training courses, to help children with homework, to prepare for the official GED test and to improve job skills for advancement and college entrance exams.

From the basics of beginning reading and simple addition through the requirements for an Ohio High School Equivalence Diploma (GED), the ABLE Program provides learning programs designed and paced for each student's needs. Individual or small-group computer instruction and distance learning options are designed to help participants meet their educational goals.

ABLE/GED Practice Testing is held throughout the year. Students who take and pass the GED Practice Test may qualify to have the \$55 GED application test fee waived. To schedule an Official Practice Test or to register for classes, call 440-774-1051, ext. 2241. Day and evening classes are available.

BUILDING TRADES SPECIALIST

Construction occupations require skills training and experience. Get both with this popular training program. This program prepares successful students for jobs in the building, contracting and remodeling industries. Students complete a residential structure, learning Masonry, Blueprint/Math, Electricity, Carpentry, Plumbing, Heating and Air Installations and Finishing. Books and tools are extra.

Sept. 14 – June 8 M, T, W, Th 5:30 – 10pm 600 Hours \$4,995

WELDING/FABRICATING

This course begins with an introduction to electric arc welding by running beads on flat, horizontal surfaces. Increase skills with further training using arc on vertical and horizontal welds and TIG and MIG in all positions. Apply these techniques to fabricating! Course includes: Safety, Fusion of Metals, Identification of Electrodes and Equipment Setup. With Instructor's approval, students will take the State Certification test for Structural Welding (vertical and overhead).

Oct. 27 – Apr. 29 T, Th 6 – 10pm 180 Hours \$2,195 (includes one certification test)



Cosmetology and Manager

Learn the art and science of beautifying hair, skin and nails. Classroom instruction and hands-on training will give you the skills necessary to become a professional cosmetologist. You will learn in a salon setting that reflects current job conditions and expectations. Upon completion, you will be prepared for your state board exam and a career as a hair stylist, nail technician, make-up artist, esthetician or salon owner.

Registration Options Available

COSMETOLOGY AND MANAGER

Sept. 8, 2009 – Sept. 8, 2011 M, T, W, Th 4:30 – 9:30pm 1,800 Hours \$9,295 (includes one uniform and test fee)

COSMETOLOGY

Sept. 8, 2009 – May 9, 2011 M, T, W, Th 4:30 – 9:30pm 1,500 Hours \$7,495 (includes one uniform and test fee)

MANAGING MANICURIST

Learn the latest trends and techniques of artificial and natural nails along with Pedicures for health and relaxation. Salon Management, retail sales and product knowledge prepares you for Ohio State Board of Cosmetology's license exam.

July 6 – Oct. 8 M, T, W, Th 4:30 – 9:30pm 300 Hours \$2,450 (includes uniform and test fee)

MANAGER TRAINING PROGRAM

July 6 – Oct. 8 M, T, W, Th 4:30 – 9:30pm 300 Hours \$1,700 (includes one uniform and the state test fee)

MANAGING ESTHETICIAN

This course trains you to perform skin analysis, facials, waxing, body treatments and use of electrical machines, and includes salon management and retail sales. Career opportunities include working in salons and day spas, dermatologist and cosmetic surgeon offices, resorts and cruise ships. Ohio State Board of Cosmetology's license exam required. This is one of the fastest growing fields in the country.

Aug. 31 – June 23 M, T, W, Th 4:30 – 9:30pm 750 Hours \$4,200 (includes one uniform and test)

COOKING & FOOD SERVICE

Learn basic cooking and baking techniques for salad and sandwich preparation, soups, meats, poultry, breads and desserts. Earn your ServSafe Certification. The food industry's need for educated and skilled workers continues to grow. The employment outlook for Lorain County and the State of Ohio shows growth.

Sept. 21 – May 25 M, T, W, Th 4:30 – 9:30pm 600 Hours \$4,995 (includes ServSafe test)

Call today to register and schedule an appointment with a program representative.

**Elyria/Oberlin 440-774-1051, ext. 2254
Lorain 440-986-6601, ext. 2254**

**Office hours: Monday through Thursday 8:00am – 8:00pm
Friday 8:00am – 2:00pm**