

CAREER READY?

What are your plans when you graduate? If you know you'd like to head into your career right after high school or you haven't decided just what you want to do, this is a great opportunity to explore your options.

WHAT: Spotlight on C-TEC Adult Ed Programs and Career EXPO

WHEN: December 9, 2016

WHO: High School Seniors

HOW: Busses provided to take students to and from the event

SPOTLIGHT ON C-TEC ADULT ED

You'll learn about hands-on learning programs offered in the C-TEC Adult Ed department. Programs are about a year in lengths and are ideal for those who want to get into the workforce quickly.

CAREER EXPO:

Network with Licking County Employers to learn more about their companies and employment opportunities.

HOW TO SIGN UP:

- Complete C-TEC Program Selection, Pre-Planned Absence and Emergency Medical forms
- Turn in the forms and \$5 for lunch to the GOT Office by November 19th

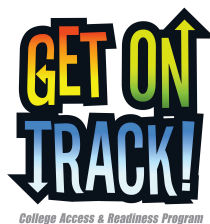
COME CAREER READY:

- Dress professionally
- Bring a current resume
- Practice your handshakes and introductions

For more information, check out our website:

<http://www.lakewoodfoundation.org/c-tec-adult-ed-visit>

If you have questions, contact Mrs. Kieffer or stop by the GOT Office.





C-TEC Adult Education Visit for Seniors

Friday, December 9, 2016

9:30 a.m. – 11:30 a.m. Exploring Adult Education Programs

Noon – 1:30 p.m. Career/Job EXPO

Please read through the C-TEC Adult Education program descriptions below. You will be selecting three programs to visit in the morning. Lunch is with your group, followed by a Job EXPO. **Dress Professionally for this event.**

We encourage you to also take your resume to the afternoon Job EXPO. Need help? Visit <https://jobseeker.k-12.ohiomeansjobs.monster.com/seeker.aspx>, create an account, go to “Explore It”, then “Resumes” to create a simple but appropriate resume.

COSMETOLOGY

financial aid eligible - 71 week program

Experience all types of hair styling in this 1800-hour training program. Students learn theory (classroom), have practical lab experience (working on mannequins) and clinical experience (working on individuals). Upon completion, students will test for state certification through the State Board of Cosmetology.

ELECTRICAL/MECHANICAL/MAINTENANCE TECHNICIAN

financial aid eligible - 42-52 week program

Prepare to take a nationally-recognized, competency-based testing/certification program. Most students choose to concentrate on either Industrial or Facility maintenance. Industrial maintenance specialists take the Industrial Maintenance Mechanic Exam. Facility maintenance specialists take the Building Trades Maintenance Exam. Other credential testing may be scheduled during or after completion of particular classes

EMS & FIREFIGHTING

not financial aid eligible - 14-28 week program

In partnership with COTC students will learn all aspects of pre-hospital EMS including treatment and transportation; nature and extent of injury/illness; and basic and advanced life-saving skills – CPR, intubation and automatic external defibrillation and vehicle extrication. The first National Registry test fee (\$70) is included in tuition.

PREREQUISITES FOR ALL FIREFIGHTER CLASSES:

Volunteer to Professional Firefighter; Capable of strenuous physical activity; No facial hair (mustache acceptable); Medical insurance; Submit physical form prior to class ; NFPA approved fire equipment and gear; State testing for firefighter training will be offered at C-TEC.

GENERAL & CNC MACHINING

financial aid eligible - 42 week program

Become a machinist who can program, and a CNC/CAD CAM technician who knows conventional machine tools. Anyone meeting the pre-admissions testing standards is eligible for this highly-individualized, competency-based course, regardless of previous experience. You'll work with conventional machine tools, CNC programming, CNC operation, CAD/CAM, industry-style lathes, mills, saws, surface and OD/ID grinders, drills, and hand tools.

HEAVY TRUCK & HEAVY EQUIPMENT MECHANIC

financial aid eligible - 52 week program

Prepare for job opportunities in trucking companies, independent repair garages, state and local government and construction companies. This full-time training program will get you ready for employment in the commercial truck industry as diesel mechanics or technicians. Take the entire program or start at the beginning of any class; either way, you'll be prepared for the ASE and NOCTI certification series. High school diploma or GED required for enrollment.

HVAC TECHNICIAN

financial aid eligible - 37 week program

Become a productive service technician on residential and light commercial jobs. Training is affiliated with the Air-Conditioning and Refrigeration Institute (AHRI).

NETWORK TECHNICIAN

financial aid eligible - 51 week program

Prepare for a career in information technology with the ability to obtain certifications in CompTIA Project+, CompTIA A+, CompTIA Network+/Mobility+, CompTIA Security+, Cisco CCENT, Linux Essentials, and Virtualization. Enroll in all or part of this program. This 700-hour program provides certification for viable employment.

MASSAGE THERAPY

financial aid eligible - 51 week program

Learn the disorders of the human body my manipulation of soft application massage techniques to include: touch, stroking, stretching, compression, joint movements and external application of water, heat, cold and topical preparations. Core aspects include massage therapy, therapy, anatomy, physiology, and medical terminology. This is a 835-hour intensive learning experience consisting of classroom and hands-on training.

MEDICAL ASSISTANT

financial aid eligible - 43 week program

Be prepared for the national M.A. Registry through a combination of classroom and clinical experiences. You'll learn healthcare administrative skills, medical terminology, anatomy and physiology, safety, nutrition, body structure and function, clinical assisting and more. After successful completion of the course, you will be eligible to take the test for National Registry exam through the AMT (American Medical Technologists). This will prepare you for entry-level employment as a Registered Medical Assistant.

MEDICAL OFFICE ASSISTANT/ADMINISTRATIVE ASSISTANT

financial aid eligible - 37 week program

Prepare for entry-level positions such as medical office assistant, insurance coding specialist, medical receptionist, etc. You will test to become a **Certified Medical Office Assistant (CMOA) through the National Center for Competency Testing.**

Or you can prepare for entry-level positions such as administrative assistant, word processing specialist, office assistant, accounting assistant, customer service representative, etc. You will test for **Office Proficiency and Assessment Certification (OPAC) and Internet and Computing Core Certification (IC3).** **Microsoft Office Specialist (MOS) Certification is also available.**

MEDICAL CODING

not financial aid eligible - 40 week program

Prepare for a career as a medical coder. This program provides the coding, medical terminology, and anatomy/physiology skills required to become an entry-level medical coder. Includes ICD-10 CM coding skills for outpatient physical settings, Current Procedural Terminology (CPT), Level II Healthcare Common Procedure Coding Systems (HCPCS), Medical fraud/abuse, Health Maintenance Organizations (HMOs), and Quality Improvement Organizations (QIOs).

POWERLINE TECHNICIAN

financial aid eligible - 34 week program

Receive an overview of the energy delivery system, qualify to climb poles, learn the assembly of materials, tools, equipment, and perform bucket truck rescue, pole top rescue, installation of cross arms, basic electricity, operation of bucket truck and digger truck. Upon completion, you will receive Class A truck driver training

WELDING

financial aid eligible - 41 week program

Structural and Pipe Welding/Fabrication is a one-year certificate program preparing students for entry-level welding/fabrication positions. A series of welder-related certifications are offered. Students develop the technical knowledge and trade skills to layout, assemble, and fabricate metal projects. Over 600 hours of hands-on instruction is included.

Schedule for December 9, 2016

9:00 a.m.	Registration
9:30 a.m.	Overview of Adult Education Center
10:00 a.m.	Program Visit 1
10:30 a.m.	Program Visit 2
11:00 a.m.	Program Visit 3
11:30 a.m.	Lunch (pack your lunch)
12:00 p.m.	Career/Job EXPO
1:30 p.m.	Conclusion of Program

**C-TEC Senior VISIT
Selection Form**

First Name _____

Last Name _____

Cell Phone _____

Email _____

High School _____

MY CAREER INTEREST: _____

Circle three programs to visit.

- COSMETOLOGY
- ELECTRICAL/MECHANICAL/
MAINTENANCE TECHNICIAN
- EMS & FIREFIGHTING
- GENERAL & CNC MACHINING
- HEAVY TRUCK & HEAVY EQUIPMENT MECHANIC
- HVAC TECHNICIAN
- NETWORKING TECHNICIAN
- MASSAGE THERAPY
- MEDICAL ASSISTANT
- MEDICAL OFFICE ASSISTANT/
ADMINISTRATIVE ASSISTANT
- MEDICAL OFFICE/ MEDICAL RECORDS
- POWERLINE TECHNICIAN
- WELDING

**Please complete and return this form
to your school counselor by 11.19.2016.**