

Knox Technical Center

Adult Education at Knox County Career Center



KNOX TECHNICAL
CENTER



308 Martinsburg Road, Mount Vernon, Ohio 43050
www.knoxtechnicalcenter.com • 740-393-2933

Career Training Programs



Vision:

Prepare students for success.

Mission:

Our Mission is to provide cutting edge programs that prepare adults with career and life-long learning skills.

Accreditation:

Knox Technical Center (Knox County Career Center - Adult Education) is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone: 770-396-3898, Fax: 770-396-3790, www.council.org.



TO APPLY:

Knox Technical Center
308 Martinsburg Road
Mount Vernon, Ohio 43050

740-393-2933
www.knoxtechnicalcenter.com

All students are treated equally, regardless of race, color, religion, gender, disability, national origin, or any other category protected by law.

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Health Information Technician

You Will Learn:

- A strong emphasis on medical billing procedures and ICD-10 and CPT medical coding
- Provide fundamental entry-level skills and knowledge in medical practice management
- Provide experience through hands-on skills labs and 140-hour non-paid practicum experience in a medical facility

Length of Program:

900 hours (about 9 months)
Monday - Friday
9:00AM - 2:00PM



*Kayla Newsome, KTC graduate
Nationwide Children's Hospital (Columbus, OH)*

Accreditation:

The KTC Health Information Technician program is approved by the Ohio Department of Higher Education, and accredited by the Commission of the Council on Occupational Education (www.council.org).

(College Credit is available, see page 24).

Gainful Employment Disclosure:
www.knoxtechnicalcenter.com/health-info-tech

Certifications/Licensures:

Insurance and Coding Specialists (NCICS) Certification is available through the National Center for Competency Testing (NCCT).

My Work Options:

- Coder, Billing Clerk
- Health Information Specialist, Health Information Technician
- Medical Records Analyst, Medical Records Clerk, Medical Records Coordinator
- Medical Records Director, Medical Records Technician Registrar
- Medical Receptionist, Medical Office Manager

How Much Can I Earn?

\$12 - \$15 per hour, \$25,000 - \$31,000
(depending on job title and location)

To Register:

- Completed KTC Registration/Fee
- High School Diploma (transcript) or GED (transcript)
- TABE Skill Assessment (ACT/TEAS considered)
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview with Coordinator
- 3 References
- BCI (state) and FBI (federal) background check
- Physician Release
- Current Healthcare Immunizations

LPN to RN



My Work Options:

- Hospitals, Case Management
- Mental Health Facilities
- Long-Term Care - Rehabilitative Facilities
- Physician Offices & Clinics
- Emergency & Urgent Care Centers
- Home Care & Hospice

How Much Can I Earn?

Median Average: \$32.45 per hour, \$67,490 (depending on job location)

You Will Learn:

- The LPN to RN program builds on the knowledge base of the Practical Nurse to provide graduates with the knowledge, skills, and attitudes of a Registered Nurse based on current standards, guidelines and competencies documented in the nursing and nursing education
- The LPN to RN program is being established and implemented as a transition program which will award credit for the course work completed by the applicant during their PN educational program

Length of Program:

900 hours (12 months)
2-3 days per week
8:00AM to 4:00PM
(lab and clinical times vary)

Accreditation:

Knox Technical Center (Knox County Career Center - Adult Education) is accredited by the Commission of the Council on Occupational Education (www.council.org). The school of Nursing is approved by the Ohio Department of Higher Education and the Ohio Board of Nursing.

Certifications/Licensures:

Ohio Board of Nursing NCLEX-RN licensure examination.

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LPN to RN (Continued)

To Register:

- Completed Application/Fee (non-refundable)
- Official copy of high school transcript or GED certificate with scores
- Pre-entrance tests (fee covered in application fee processes) with acceptable scores
- ATI-PN Comprehensive Predictor (National Mean or greater)
- ATI-RN Maternal Newborn Nursing (Level II or greater)
- Official transcript(s) for PN program of study and other course work being considered for transfer credit. (Note: Course syllabi may be required if through transcript course equivalency cannot be clearly determined)
- Official transcript(s) from a regionally and/or nationally accredited organization demonstrating a grade “C” or above in each of the following courses:
 - Anatomy and Physiology I & II*
 - General Psychology
 - English Composition I
 - Algebra I
 - Microbiology
 - Human Growth & Development*
 - Maternal Newborn Care*
- *Credit may be awarded through PN program work--determined through transcript/course syllabi review and/or standardized testing.
- Overall GPA of 2.5 or greater as determined through college and/or technical center transcripts
- Current, valid, unrestricted LPN/LVN licensure in the State of Ohio
- Current Medication Pass designation on LPN/LVN licensure (Note: IV certification as a part of licensure is NOT required)
- At least two (2) satisfactory references--one (1) professional and one (1) personal reference
- If English is second language, must take the BEST Test with ABLE program

Additional requirements for consideration in the program include:

- Interview with Program Administrator, faculty or representative of the Adult Education Program
- BCI (state) and FBI (federal) background check
- Certification: Professional Rescuer or Healthcare Provider CPR. Approved CPR certification must include a skills check-off component (Current certification must be in file for students to begin clinical--prior to the first scheduled patient care day).
- Physician's Release (no restrictions)
- Documentation of required Healthcare Worker immunizations

Massage Therapy



You Will Learn:

- Anatomy and physiology
- Swedish and Therapeutic massage
- Hands-on skills and demonstrate learned knowledge
- Effective communication skills
- Comprehensive assessment and effective treatment plans

Length of Program:

817 hours (about 16 months)
 Tuesdays and Thursdays
 4:30PM to 9:30PM
 2 Saturday classes per month
 9:00AM - 5:00PM

Certifications/Licensures:

KTC graduates who successfully complete the Massage & Bodywork Licensing Exam (MBLEx) are eligible to apply for Ohio licensure through the State Medical Board. National Certification is available through the National Certification Board of Therapeutic Massage & Bodywork.

Accreditation:

The KTC Massage Therapy program is approved by the Ohio Department of Higher Education, and accredited by the Commission of the Council on Occupational Education (www.council.org). The school is also a member in good standing with the American Massage Therapy Association (AMTA), Association of Bodywork & Massage Professionals (ABMP), and the Ohio State Medical Board.

My Work Options:

Athletic and Wellness Facility
 Chiropractic Office
 Hospice
 Rehabilitation Center and Nursing Home
 Hospital and Medical Clinic
 Spa
 Cruise Ship
 Sports Team
 Self-Employed
 and much more...

How Much Can I Earn?

Estimated starting pay: \$13 - \$27 per hour, \$27,000 - \$56,000
 (depending on company size and location)

To Register:

- Completed Application/Fee
- High School Diploma (transcript) or GED (transcript)
- Skill Assessment
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview with Coordinator
- 3 Professional References
- BCI (state) and FBI (federal) background check
- Physician Release
- First Aid and Healthcare Provider CPR certification (by the 8th week of class)
- Personal Statement

Medical Assistant



Medical Assistant Alumni - Dr. Elder's Office
(Fredericktown, Ohio)

You Will Learn:

- Basic anatomy, physiology, applied mathematics and applied microbiology
- Administrative functions, basic practice finances, managed care/insurance, legal implications and ethical considerations
- Protective Practices
- Medical terminology, diagnostic coding and effective communication

Program Goals: To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Length of Program:

920 hours (about 9 months)
Monday - Friday
9:00AM - 2:00PM

Certifications/Licensures:

- Certification(s) is available through the American Association of Medical Assistants
- CMA (AAMA)

(College Credit is available, see page 24).

Gainful Employment Disclosure:
www.knoxtechnicalcenter.com/medical-assistant

My Work Options:

- Physician's and specialty offices
- Outpatient Centers
- Clinics, Hospitals and Urgent Care Facilities
- Ambulatory healthcare services

How Much Can I Earn?

Estimated starting pay: \$10 - \$15 per hour, \$20,000 - \$31,000 (depending on job location)

To Register:

- Completed KTC Registration/Fee
- High School Diploma (transcript) or GED (transcript)
- TABE Skill Assessment (ACT/TEAS considered)
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview with Coordinator
- 3 References
- BCI (state) and FBI (federal) background check
- Physician Release
- Current Healthcare Immunizations

Accreditation:

- The KTC Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB)
- The KTC Medical Assistant program is approved by the Ohio Department of Higher Education, and accredited by the Commission of the Council on Occupational Education

Phlebotomy

You Will Learn:

- Medical terminology
- Human anatomy and physiology
- Blood collection equipment, additives, and order of draw
- Venipuncture and capillary procedures
- Professional manner and dress

Length of Program:

174 hours (about 6 months)
 Tuesday and Thursday
 3:00PM - 7:00PM

Certifications/Licensures:

- NCCT Phlebotomy Technician (NCPT) certification.



My Work Options:

- Phlebotomist in Hospitals, Urgent Care Facilities
- Physician's Office
- Independent Clinical Laboratories
- American Red Cross

How Much Can I Earn?

Estimated starting pay: \$12 - \$15 per hour, \$25,000 - \$31,000 (depending on job location)

To Register:

- Completed KTC Registration/\$100 non-refundable deposit
- High School Diploma (transcript) or GED (transcript)
- TABE Skill Assessment (ACT/TEAS considered)
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview with Coordinator
- 3 References
- BCI (state) and FBI (federal) background check
- Physician Release
- Current Healthcare Immunizations

Accreditation:

The KTC Phlebotomy program is approved by the Ohio Department of Higher Education, and accredited by the Commission of the Council on Occupational Education (www.council.org). The KTC Phlebotomy program matches requirements as established by the National Center for Competency Testing (NCCT), and complies with competencies/essentials published by Clinical & Laboratory Standards Institute (CLSI).

Practical Nursing

You Will Learn:

- Basic nursing knowledge and skills
- Sound clinical judgement
- Ethical foundations of care delivery
- Effective collaboration/working as a member of the health care team

Length of Program:

1340 hours

(12 month)

Monday - Friday

8:00AM - 4:00PM

(lab and clinical times vary)

or

(19 month)

2 - 3 days per week

8:00AM - 4:00PM

(lab and clinical times vary)

Certifications/Licensures:

Ohio Board of Nursing NCLEX-PN licensure examination. Individuals successfully passing the licensure exam become a Licensed Practical Nurse.

My Work Options:

- Long-Term Care - Rehabilitative Facilities
- Physician Offices & Clinics
- Urgent Care Centers
- Home Care & Hospice
- Select Acute Care Facilities

How Much Can I Earn?

Estimated starting pay: \$17 - \$21 per hour, \$35,300 - \$43,680 (depending on job location)

To Register:

- Completed KTC Registration/Fee
- High School Diploma (transcript) or GED (transcript)
- TEAS Test or ACT (within the last 18 months)
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview
- 2 Professional & 1 Personal References
- BCI (state) and FBI (federal) background check
- Documentation of Basic Computer Literacy
- Physician Release
- Current Healthcare Immunizations
- NATCEP or STNA Certification (active)
- First Aid and Healthcare Provider CPR certification (active)



Accreditation:

The Knox Technical Center Practical Nursing Program has Full Approval Status from the Ohio Board of Nursing. The KTC PN Program is approved by the Ohio Department of Higher Education, (www.council.org).

(College Credit is available, see page 24).

Gainful Employment Disclosure:
www.knoxtechnicalcenter.com/LPN

State Tested Nurse Aide (STNA)



My Work Options:

- Long-Term Care
- Rehabilitative Facilities
- Home Care
- Hospice
- Select Acute Care Facilities

How Much Can I Earn?

Estimated starting pay: \$9 - \$13 per hour, \$18,720 - \$27,040 (depending on job location)

You Will Learn:

- Basic knowledge and skills used to assist clients with activities of daily living
- Ethical foundations of care delivery
- Effective collaboration & working as a member of the health care team

Length of Program:

76 hours (3 weeks) - offered once a month
 Class weekday evenings
 4:00PM to 9:30PM
 Saturday classes - Clinicals
 7:00AM - 3:30PM

Certifications/Licensures:

- STNA, NATCEP certification
- Both a written and clinical competency evaluation will be required

To Register:

- Completed KTC Registration/Fee

The minimum requirements for consideration in the program include:

- Negative 2-step Mantoux test
 OR result of a negative chest x-ray
- Physician Release
- Maroon Scrubs, white shoes and a watch (watch must have a second hand)

Accreditation:

The Knox Technical Center Nurse Aide Training Competency and Evaluation Program (NATCEP) for Long-Term Care is state approved by the Ohio Department of Health. The KTC STNA (NATCEP) Program is approved by the Ohio Department of Higher Education, and accredited by the Commission of the Council on Occupational Education.

Automotive Technician



You Will Learn:

- Entry-level skills for employment in the automotive service industry
- Electrical/Electronic Systems
- Brake Systems
- Engine Performance and Repair
- Heating and Air Conditioning
- Manual Drive Train

Length of Program:

700 hours (about 10 months)
Monday - Thursday
5:00PM to 9:30PM

Certifications/Licensures:

Certification(s) is available through the ASE National Automotive Student Skills Standards Assessment. Students will be eligible to take 10 certification tests.

My Work Options:

Automotive Technician
Automotive Mechanic
Repair Shop Owner
Specialty Repair Technician

How Much Can I Earn?

Estimated starting pay: \$11 - \$18 per hour, \$23,000 - \$37,000

To Register:

- Completed KTC Registration/Fee
- High School Diploma (transcript) or GED (transcript)
- Skill Assessment
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview with the Coordinator

Accreditation:

The KTC Automotive Technician program is approved by the Ohio Department of Higher Education, and accredited by the Commission of the Council on Occupational Education (www.council.org).

(College Credit is available, see page 24).

Gainful Employment Disclosure:
www.knoxtechnicalcenter.com/auto-tech

CNC Machinist Certification

You Will Learn:

- Skills that keep you employed—1 in every 8 jobs in Ohio is in manufacturing
- Strong emphasis on conventional (manual) machining followed by CNC programming and machining ending with computer aided design and machining with Mastercam
- Hands-on skill practice in our state-of-the-art lab
- Instructional focus on National Institute for Metalworking Skills (NIMS Certification)



Length of Program:

624 hours (about 9 months)

Monday - Thursday

5:00PM to 9:30PM or 10:00PM (varies)

Certifications/Licensures:

Certification(s) is available through the National Institute for Metalworking Skills (NIMS).



Accreditation:

KTC is accredited by the Commission of the Council on Occupational Education. The KTC CNC Machinist Certification program is approved by the Ohio Department of Higher Education.

To Register:

- Completed KTC Registration/Fee
- High School Diploma (transcript) or GED (transcript)
- Skill Assessment
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview with the Coordinator

My Work Options:

- CNC Machinist, Machinist, Assembler, Fabricator
- CAM Operator
- Tool & Die Maker
- Computer Aided Machining, Computer Aided Drawing

How Much Can I Earn?

The typical worker with a high school diploma and no college earns \$2.99 more per hour in manufacturing.
\$41,700 to \$51,060

HVAC-R

Heating, Ventilation, Air Conditioning & Refrigeration



My Work Options:

- Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC-R) Installer
- HVACR Mechanic
- HVACR Business Owner
- HVACR Repair

How Much Can I Earn?

Estimated starting pay: \$14 - \$21 per hour, \$29,000 - \$44,000

You Will Learn:

- Basics of thermodynamics
- Fluid mechanics
- Heat transfer
- Skills to work in residential, commercial or industrial fields

Length of Program:

685 hours (about 11 months)
Monday and Wednesday
5:00PM to 9:30 or 10:00PM (as scheduled)

Accreditation:

The KTC HVACR program is approved by the Ohio Department of Higher Education, and accredited by the Commission of the Council on Occupational Education (www.council.org).

To Register:

- Completed KTC Registration/Fee
- High School Diploma (transcript) or GED (transcript)
- Skill Assessment
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview with the Coordinator

Certifications/Licensures:

Certification available is the EPA-608 universal.

(College Credit is available, see page 24).

Gainful Employment Disclosure:
www.knoxtechcenter.com/HVAC-R

Welding Certification

You Will Learn:

- Structural steel welding for construction or repair, Gas Metal Arc Welding (MIG), Gas Tungsten Arc Welding (TIG)
- Use of blueprints to plan, layout, cut, shape, weld and finish projects
- Work with steel, stainless steel, cast iron, bronze, nickel and other metals and alloys

Length of Program:

685 hours (about 10 months)

Monday - Thursday

5:30PM to 10:00PM

Certifications/Licensures:

Certification(s) is available through the American Welding Society D.1.1 structural steel certification.



Accreditation:

The KTC Welding Certification program is approved by the Ohio Department of Higher Education, and accredited by the Commission of the Council on Occupational Education (www.council.org).



My Work Options:

Welding
Cutter
Steel Metal Worker
Assembler
Fabricator
Welder Fitter

How Much Can I Earn?

Estimated starting pay: \$13 - \$18 per hour, \$27,000 - \$37,400

To Register:

- Completed KTC Registration/Fee
- High School Diploma (transcript) or GED (transcript)
- Skill Assessment
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview with the Coordinator

Cosmetology

You Will Learn:

- Hair: chemical weaving, advanced hair cutting techniques, hair coloring and more
- Skin: proper sanitation techniques, make-up applications, facials and more
- Nails: manicures and pedicures, UV gels, acrylic nails and more
- Professionalism, Scheduling, Customer Service and other business aspects of Cosmetology

Length of Program:

1500 hours (14 months)
Monday - Thursday
12:00PM to 7:00PM

Certifications/Licensures:

Upon successful completion of the program, students are eligible to sit for the Ohio State Board of Cosmetology examination, required for licensure.



Accreditation:

The Cosmetology program is approved by the Ohio State Cosmetology and Barber Board (www.cos.ohio.gov). The KTC Cosmetology program is approved by the Ohio Department of Higher Education, and accredited by the Commission of the Council on Occupational Education (www.council.org)

(College Credit is available, see page 24).

Gainful Employment Disclosure:
www.knoxtechcenter.com/cosmetology



My Work Options:

Hair Designer
Hair Color Specialist
Make-Up Artist
Manicurist
Product Educator
Salon Owner/Manager
Esthetician

How Much Can I Earn?

Estimated starting pay: \$9.27 - \$19 per hour, \$19,300 - \$39,300 (depending on job location)

To Register:

- Completed KTC Registration/Fee
- High School Diploma (transcript) or GED (transcript)
- Skill Assessment
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview with the Coordinator
- 2 References

Nail Technician



You Will Learn:

A combination of theory and practical classes that will teach you the best skills to become a nail technician.

- Infection control – Principles, practices, bacteriology, dispensary requirements and operations
- Chemistry of compounds and mixtures; ingredients and composition
- Nail enhancements – Pedicures, Manicures, Nail art, gels, wraps, nail extensions
- Salon operations and communication
- Cosmetology laws and rules

Length of Program:

200 hours (11 weeks)

My Work Options:

Manicurist
Nail Technician
Pedicurist

How Much Can I Earn?

\$9.37-\$15.89 per hour,
\$25,230-\$35,730
(depending on job location)

To Register:

- Completed KTC/Registration/Fee
- High School Diploma (transcript) or GED (transcript)
- Skill Assessment
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview with the Coordinator
- 2 References

Certifications/Licensures:

Upon successful completion of the 200-hour program, students are eligible to sit for the Ohio State Board of Cosmetology Nail Technician licensure examination.

Accreditation:

The KTC Nail Technician program is approved by the Ohio Department of Higher Education and accredited by the Commission of the Council on Occupational Education (www.council.org).

Public Safety: EMT



You Will Learn:

To think and perform under pressure using the newest skills and techniques to help victims in emergency settings.

Length of Program:

168 hours (about 3 months)
Monday & Wednesdays
6:00PM to 10:00PM
1 Saturday a month
8:00AM to 4:00PM

Certifications/Licensures:

Upon successful completion of the training program(s) students are eligible to take the respective state or national certification exam(s). EMT graduates are nationally registered through the NREMT to be eligible to obtain the State of Ohio EMT card.

Accreditation:

The KTC Public Safety programs are approved by the Ohio Department of Higher Education, and accredited by the Commission of the Council on Occupational Education (www.council.org). Our programs are chartered/accredited by the Ohio Department of Public Safety #OH116. Applicants for the Public Safety programs must meet moral, ethical, and substance use policies of the Ohio Department of Public Safety (OAC 4765).

(College Credit is available, see page 24).

This program is not eligible for financial aid.

My Work Options:

Private Ambulance Services
Fire Departments
Hospitals
Industrial settings

How Much Can I Earn?

Estimated starting pay
\$25,000 - \$33,000

To Register:

- Completed KTC Registration/Fee
- High School Diploma (transcript) or GED (transcript)
- Skill Assessment (ACT/TEAS considered)
- BEST test is required prior to skill assessment if English is a second language

Minimum Requirements

- Interview with the Coordinator
- Healthcare Provider CPR (EMT)



Public Safety: Firefighter I and II



My Work Options:

Entry level positions as a Firefighter

How Much Can I Earn?

Estimated starting pay: \$14.50 - \$24 per hour, \$30,200 - \$50,000

To Register:

- Completed KTC Registration/Fee
- High School Diploma (transcript) or GED (transcript)
- Skill Assessment (ACT/TEAS considered)
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview with the Coordinator
- Healthcare Provider CPR (EMT)

Accreditation:

The KTC Public Safety programs are approved by the Ohio Department of Higher Education, and accredited by the Commission of the Council on Occupational Education (www.council.org). Our programs are chartered/accredited by the Ohio Department of Public Safety #OH116.

Applicants for the Public Safety programs must meet moral, ethical, and substance use policies of the Ohio Department of Public Safety (OAC 4765).



You Will Learn:

- The newest science behind Fire behavior as well as applications and techniques of
- Firefighting.

Length of Program:

FF1 - 140 Hours (Approx. 3 months)

FF2 - 120 Hours (Approx. 3 months)

Plus 12 hours additional training will be provided

Both programs run on:

Tuesdays & Thursdays

6:00PM - 10:00PM

And 1 Saturday a month

8:00AM - 4:00PM

Certifications/Licensures:

Upon successful completion of the training program(s) students are eligible to take the respective state certification exam(s).

Certified Administrative Assistant



You Will Learn:

- Computer Digital Literacy
- Google Applications
- Business and Communication Skills
- Records Management
- Microsoft Excel 2016
- Microsoft Word 2016 (Microsoft Office Specialist Certification)
- QuickBooks 2015 Accounting Software
- 21st Century Skills

Length of Program:

225 hours (about 8 months)
Tuesday-Wednesday-Thursday
Day Class Option: 12:00PM to 2:30PM
Evening Class Option: 5:00PM to 7:30PM

My Work Options:

Administrative Assistant
Executive Secretary
Office Assistant
Entry Level Accounting

How Much Can I Earn?

\$18.21 per hour, \$37,870 yearly

To Register:

- Completed KTC Registration/Fee
- High School Diploma (transcript) or GED (transcript)
- Skill Assessment
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview with the Coordinator

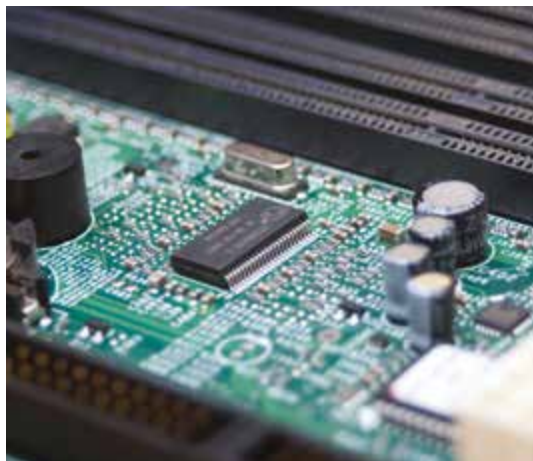
Certifications/Licensures:

Microsoft Office Specialist-Word 2016 certification and additional OPAC certifications

Accreditation:

The KTC Certified Administrative Assistant program is approved by the Ohio Department of Higher Education, and accredited by the Commission of the Council on Occupational Education (www.council.org).

IT-Computer Systems & Networking



My Work Options:

- Information Analyst, Information Systems Manager
- Information Technology Specialist, LAN Specialist, LAN Administrator
- Network Administrator, Network Coordinator, Network Manager, Network Specialist
- Systems Administrator

How Much Can I Earn?

\$31,952 - \$47,282

(Depending upon other skills, certification and years of service)

You Will Learn:

- Fundamental knowledge required to pass the CompTIA A+, Network+, and Security+ Certifications
- Skills necessary to acquire entry-level employment
- Skills and/or certification preparation to enhance career opportunities
- Skills necessary to build a personal computer from individual components
- Universal skills
- CompTIA certifications are vendor neutral, which means certified professionals can proficiently work with an extensive variety of hardware and software found in most organizations.

Length of Program:

900 hours (about 13 months)

Monday-Thursday

5:00PM to 10:00PM

To Register:

- Completed KTC Registration/Fee
- High School Diploma (transcript) or GED (transcript)
- Skill Assessment
- BEST test is required prior to skill assessment if English is a second language

The minimum requirements for consideration in the program include:

- Interview with the Coordinator
- 2 References (1 Professional and 1 Personal)

Certifications/Licensures:

Certification(s) is available through CompTIA

Accreditation:

The KTC IT – Systems & Networking program is approved by the Ohio Department of Higher Education, and accredited by the Commission of the Council on Occupational Education (www.council.org).

Adult Diploma Program

The Adult Diploma Program provides job training and a new pathway for adults, ages 22 or older, to earn a high school diploma AND industry credentials aligned to one of Ohio's in-demand jobs. Each eligible adult works with KTC to create a customized student success plan.

- Open to adults 22 and over who currently do not have a high school or High School Equivalency (GED) diploma
- Cost is FREE!
- Time to complete depends on the program chosen (see four choices below)
- Diploma is Ohio Department of Education issued High School Diploma
- Students do not have to pass the OGT/Proficiency test
- Students are required to pass the ACT WorkKeys (given here at Knox Technical Center)
- No minimum number of High School credits are required
- Best for adults seeking to enter in-demand job fields such as STNA, Phlebotomy, IT support services and Automotive technicians

1. AUTOMOTIVE TECHNICIAN

Brakes Module
144 hours

2. IT-COMPUTER SYSTEMS & NETWORKING

Hardware/Software
300 hours

3. PHLEBOTOMY

174 hours

4. STATE TESTED NURSE AIDE (STNA)

Monthly classes - 76 hours

5. CERTIFIED ADMINISTRATIVE ASSISTANT

225 hours
Day or Evening

6. NAIL TECHNICIAN

200 hours

For More Information:

Call us at 740-393-2933, visit our website www.knoxtechnicalcenter.com or visit us in person at **308 Martinsburg Road, Mount Vernon, Ohio 43050.**



Aspire: Learn More, Earn More



Is attendance required?

Yes. Adults who enroll in Aspire classes are expected to attend classes whenever they are held.

How long will this program take?

Although it takes time to learn and master any skill, the exact length of the program depends on the individual. Students write their own goals and Aspire staff members help guide the students through until those goals are met.

For More information:

Call us at **740-393-2933**, visit our website **www.knoxtechnicalcenter.com** or visit us in person at **308 Martinsburg Road, Mount Vernon, Ohio 43050**.

What is Aspire ?

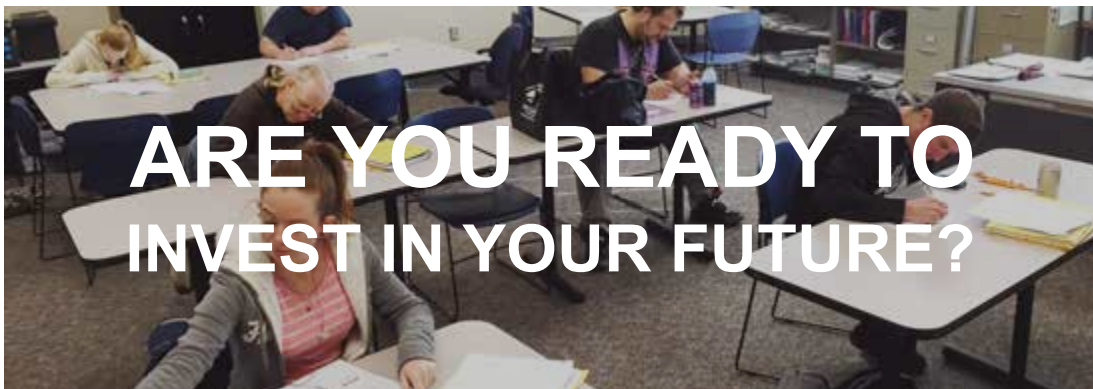
Aspire classes are for adults who want to improve their math, reading and writing skills in order to find a job, prepare for job training programs or for college. Aspire also prepares those who want their GED.

Who May Enroll in Aspire classes?

Aspire classes are FREE to all eligible adults. Students who are 16, 17 and 18 years old must have an official withdrawal documentation from their home school district or evidence of a high school diploma.

What will I study?

Most Aspire adults need to master math and writing skills. However, each adult receives customized lessons specific to their needs.



Career Services

What Career is best for me?

A free consultation with Lori Gastin, KTC's career services specialist. She will help to match your passion, interests and skill sets to identify the best career path for you.

What is Career Services?

- Developing a career plan
- Writing & proof-reading a resume
- Improving interview skills
- Seeking employment
- Dealing with personal issues
- Networking Events

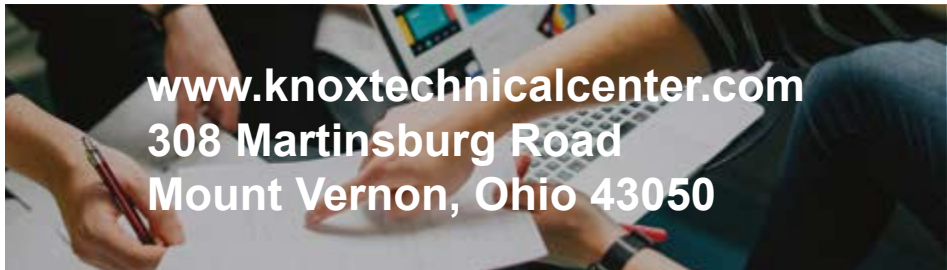
All appointments
are FREE!

Lori Gastin
Career Services Specialist
lgastin@knoxcc.org

3 Options for College Credit:

- Career-Technical Credit Transfer (CT)²
- Articulation (Agreements with specific colleges)
- One-Year Option

For more information:
www.ohiohighered.org



Customized Training - Employer Partnership

Knox Technical Center partners with employers to offer Customized Training for your employees, held at your premises or ours.

Here is a sampling of the types of training below:



Customer Service Training
Customized Training
Industrial Training
Leadership Training
Microsoft Office
On-Site Training
Refresher Courses

Education to fit YOUR needs and schedule!

Contact us today:

740-393-2933

www.knoxtechnicalcenter.com

Community Evening Classes

Our community classes are offered year round and are open to anyone over the age of 18. We are always designing new classes based on your interests. All classes are offered in the evenings.



For our most updated list of Community Evening classes, please visit:
www.knoxtechnicalcenter.com
(Click on “Community Evening Classes”.)

Online Courses

We have a number of Ed2Go online courses available for you to take at your own convenience.



For our most updated list, please visit:
www.knoxtechnicalcenter.com
(click on “Online Courses.”, then Click on “Click here for catalog”), for more information.

The Financial Aid Process at Knox Technical Center



Financial assistance is available for those who qualify and are accepted into a financial aid eligible program.

To determine eligibility, contact our Financial Aid Coordinator:

Sheryl Mickley
smickley@knoxcc.org
740-393-2933 x1107

Major funding sources are PELL grants, Subsidized and Unsubsidized Stafford Loans, BVR, WIOA, Trade, Local grants/scholarships and the Veteran's Training program.

How to Apply for Financial Aid:

1. Apply for a U.S. Department of Education Users ID and password at fsaid.ed.gov
2. Complete the online free FAFSA at fafsa.ed.gov - use school code 016558.

FAFSA is the Free Application for Federal Student Aid and is the only way to apply for federal student aid. FAFSA will evaluate your financial need and determine how much federal aid you are eligible to receive.



Main Campus
308 Martinsburg Road
Mount Vernon, Ohio 43050



Extension Campus
1481 Yauger Road
Mount Vernon, Ohio 43050

Knox Technical Center

Adult Education at Knox County Career Center

308 Martinsburg Road, Mount Vernon, Ohio 43050
www.knoxtechnicalcenter.com • 740-393-2933

Career Programs

Automotive Technician
Certified Administrative Assistant
CNC Machinist Certification
Cosmetology
Health Information Technician
HVAC-R
IT - Computer Systems & Networking
LPN to RN
Massage Therapy
Medical Assistant
Nail Technician
Phlebotomy
Practical Nursing
Public Safety - EMT
Public Safety - Firefighter I and II
State Tested Nurse Aide (STNA)
Welding Certification

Also...

Adult Diploma Program
Aspire
Career Services/College Credit
Customized Training -
Employer Partnership
Community Evening Classes/
Online Courses
Financial Aid