

TOLLES

Career & Technical Center



Adult Workforce Education





Our Mission

Tolles Adult Workforce Education

Accreditation

Tolles Career & Technical Center Adult Workforce Education is accredited by the North Central Association (NCA) of Colleges and Universities. Accreditation by NCA-AdvancED means the school has met the high standards for membership which signifies that our school has the resources, personnel and leadership necessary for effective education. Some of our programs have additional accreditation, i.e. the Ohio Department of Health and the Ohio Department of Public Safety. Tolles Adult Workforce Education operates under the direction of the Ohio Board of Regents and is a member of the University System of Ohio. All instructors are certified by the Ohio Department of Education.



Vision

The Tolles Career & Technical Center Adult Workforce Education Program shall ensure that all enrolled learners are properly prepared to achieve successful employment in the global workforce marketplace.

Mission

The Tolles Career & Technical Center Adult Workforce Education Program shall proactively provide academically challenging and responsive educational programs in partnership with the greater Tolles community; consistently provide the skills learners need to access resources necessary for them to complete educational programs and successfully pursue career pathways; and continually ensure that students and staff meet or exceed their potential every day.



Student Services

Orientation: Attendance at Orientation and WorkKeys testing is required for students enrolling in any career training program of 75 hours or greater.

Complete an application and pay the non-refundable fee. Call the office to schedule a time for orientation. Provide your DOB & SSN to be registered for the tests. Arrive 15 minutes ahead of the scheduled test time. Late arrivals will not be permitted to enter once testing has started. Bring a photo ID to be admitted. If a student has taken WorkKeys in the last 18 months and has documentation, testing may not be required, but orientation is still mandatory.

Tues., Jan. 31 or Wed., Feb. 22 from 4:00—7:30 pm.

WorkKeys: WorkKeys is a job skills assessment system that helps employers select, hire, train, develop and retain a high-performance workforce. WorkKeys testing is required as pre-admission testing in any career training program at Tolles. The two main tests given are: Locating Information and Applied Mathematics.

Important Dates: Classes resume Jan. 9. There are **no classes Jan. 16, Feb. 20, March 30-April 9, May 28.**

School Closings: Adult Workforce Education classes will meet as scheduled unless road conditions become hazardous. Listen to local TV and radio stations or call ext. 248 for information about classes. Decisions regarding inclement weather will be made by 3 pm.

Medical Programs



Accepting Applications NOW for 2012-13!

Medical Assistant, 900 hours
Administrative Med. Office Asst., 600 hours
Medical Billing & Coding, 299 hours

August 20, 2012—June 6, 2013

Check our website in March 2012 for details.

www.tollestech.com

Initial Steps: Submit application; pay non-refundable application fee; attend and complete a testing and orientation session; meet with the financial aid administrator to discuss payment. Fees are subject to change.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at: www.tollestech.com/adulteducation/healthcare/medicalassistant

Medical Programs



Nurse Aide

Dates	Days	Time	Hours	Amount
TBA	TBA	5-8:30	76 hours	\$725

Sixteen clinical hours are also scheduled and announced after class begins.

This curriculum includes infection control, safety and emergency measures, residents' rights, human needs, basic nursing skills, restorative care, personal care, disease processes, and daily hands-on training in lab. A current two-step Mantoux (TB) screening and physical are required. This course is designed to prepare the student for the Ohio State Nurse Aide exam. The test fee is \$96. [There is a \\$60 non-refundable application fee.](#) *See below.

Pharmacy Technician

Dates	Days	Time	Hours	Amount
TBA	TBA	5-8	150 hours	\$1495

Participants will learn the fundamentals of working within a retail or hospital pharmacy through classroom, online and hands-on experiences. The curriculum includes, medical terminology, legal aspects of drug dispensing, repackaging pharmaceuticals, dose calculations, inventory control and other related duties. This course is predominantly an online course. Students are expected to attend class at Tolles 90 of the 150 hours. [There is a \\$75 non-refundable application fee.](#) * See below.

Phlebotomy Technician

Dates	Days	Time	Hours	Amount
1/12 - 3/29	T/TH		80 hours	\$895

Participants will learn the techniques, skills and equipment used for the purpose of safe and effective blood collection. The students will be expected to demonstrate the ability to obtain patients' blood specimen by venipuncture and micro-collection techniques on each other. This course includes anatomy and physiology and medical terminology. Following successful completion, students will be able to sit for the NCCT National Phlebotomy Technician exam for an additional \$90. Students must have a Hepatitis B immunization and two-step Mantoux (TB) screening prior to beginning the class. [There is a \\$60 non-refundable application fee.](#) *See below.

[*All students are required to attend an orientation and testing session prior to the first night of class. Contact Tolles to schedule the session.](#)

Public Safety



Emergency Medical Technician-Basic

Dates	Days/Time	Days/Time	Hours	Amount
2/27-6/30	M/W 6-10	One Saturday 8:30-5	150 hrs.	\$1199

Become a full-time Emergency Medical Technician—Basic (EMT-B) in Ohio. This course meets and/or exceeds the state's certification requirements for a professional EMT-B in Ohio. The program follows the state and national curriculum for EMT-B. Students can expect a challenging classroom curriculum combined with practical hands-on training. Students who successfully complete the program will be eligible to sit for the State of Ohio and the National Registry written and practical exams. Test fee is \$75. Included in the class are ten hours of practical "hands-on" experience with local hospitals and emergency medical providers. *See below.



Firefighter I and II

Dates	Days/Time	Days/Time	Hours	Amount
2/7-6/30	T/TH 6-10	Saturdays 8:30-5	266 hours	\$2295

Become a full-time firefighter in Ohio. This course meets and/or exceeds the State certification requirements for a professional firefighter in Ohio. The program follows the National Fire Protection Association (NFPA) guidelines for professional firefighter NFPA 1001. Students can expect a challenging classroom curriculum, combined with practical hands-on training. Students who successfully complete the program will be eligible to sit for Ohio's professional firefighter written exam. All students must be able to provide protective gear and SCBA.

****All applicants in both EMT-B and Firefighter I and II Programs must be able to complete a routine physical exam. Auto insurance and driver's license are required. There is a \$75 non-refundable application fee. Applicants must complete an application before admission and meet admission requirements. Students are required to attend an orientation session and a testing session prior to the first night of class. Contact Tolles to schedule the session. Textbooks are included in cost of the class. Shirts are \$15 each.**





Adult Basic Literacy Education--ABLE

ABLE: Enables adults to improve basic reading, writing and math skills. The program offers GED exam preparation.

Classes: Meet Monday and Tuesday evenings from 5-8 pm or on Tuesday and Thursday mornings from 9 am-noon. Classes are continuing and self-paced. Students must attend four orientation sessions before starting class.

Orientation Begins: 1/9, 2/21, 4/10 for evening classes; 1/10, 2/21, 4/10 for morning classes.



Goprepared

A 13-week college transition course held on Mondays and Wednesdays from 7-9 pm beginning March 5.

English for Speakers of Other Languages—ESOL

ESOL: Helps foreign-born adults 18 years of age or older improve reading, writing, listening & English speaking skills.

Location: Classes are held at the Church at Mill Run (Upper Arlington Lutheran Church), 3500 Mill Run Drive, Hilliard, OH 43026. From I-270, use the Hilliard exit, then follow the signs to Fishinger Rd./Upper Arlington.

Orientation: Thursday, January, 5, 2012, 6 pm. Classes are held on Tuesday and Thursday evenings from 6-9 pm.

General Education Development—GED

All GED applicants must be pre-registered, arrive 15 minutes early on testing nights and bring a photo ID.

Test Dates for 2012: 1/9 & 10, 2/13 & 14, 3/12 & 13, 4/16 & 17, 5/14 & 15, 6/11 & 12, 7/9 & 10, 8/13 & 14, 9/10 & 11.

Part Time Classes

IT A+ Certification

Dates	Days	Time	Hours	Amount
TBA	TBA	6-9	75 hours	\$895

The student will learn troubleshooting methods, operating system fundamentals, power supplies, CPOs and motherboards, basic input/output systems, memory systems, peripheral connection types, data storage devices, video output and image input devices, printers, networking computers, monitoring and management, security, windows installation and upgrades, and troubleshooting hardware. Students who complete this class will be eligible to sit for the A+ certification exam for an extra fee. An application and \$60 non-refundable fee are required.

Welding

Dates	Days	Time	Hours	Amount
March 5-April 16		5-8	36 hours	\$299

Learn the basic techniques of shielded metal arc welding (stick), MIG & TIG, as well as burning and cutting techniques. No previous experience necessary. Class is mostly a "hands-on" practical lab experience. Students must provide welding helmet, gloves, leather boots, safety glasses, chipper hammer, 10" vice grips, and a stainless steel wire brush. (Approximately \$73).

All Breed Dog Grooming

Dates	Days	Time	Hours	Amount
Feb. 28 - March 27	T	6-9	15 hours	\$180

Learn the techniques and practical aspects of dog grooming. You will learn to use the different tools and equipment necessary to make your dog look like a champion, whether your pet is pedigreed, or a mixed breed. Problem or aggressive dogs are not permitted in the class. Students will need to furnish their own tools based on a list that will be given to them. The first two class sessions are an orientation and introduction without dogs.



NEW! ONLINE

Continuing Education Opportunities!

Online courses from the comfort of your home or office at the times that are most convenient for you.

We offer numerous engaging online courses for adults, at the affordable price of \$95.

Each [ed2go](#) course comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of practical information that you can put to immediate use. All courses run for six weeks. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Some of the course categories include:

Accounting software, personal finance & investment, business communication, business software, business skills, grant writing, management & leadership, non-profit, project management, sales & marketing, starting your own business, adobe, adobe software, Microsoft, other applications, digital photography, graphic design, multimedia, web design, alternative medicine, creative writing, graphic & multimedia design, languages, publishing, art, children, parents & family, health & wellness, job search, personal enrichment, test prep, tools for teachers, computer fundamentals, computer programming, database management, and web technology.

Call Tolles to Get Started!

Important Information

Important Information

Financial Aid: Pell grants are available to eligible students in the Medical Assistant and Administrative Medical Office Assistant Programs. **Payment plans** may be arranged for students enrolled in programs with **tuition over \$2000**.

Students are encouraged to apply with other local agencies for financial assistance: Jobs and Family Services, local One-Stops, Ohio Rehabilitation Services Commission, Veterans' Education Benefits and the Bureau of Workers' Compensation.

Tuition: Course fees are established to cover the operating expenses of the program, which is self-supporting. All tuition and fees are subject to change. Application fees, textbooks and supplies are non-refundable. **Full payment for classes 300 hours or less is required at the time of registration at least two weeks prior to the start of class.** Senior citizens, age 62 or older, are eligible for a 50% discount on tuition; proof of age is required at the time of registration. Classes may be canceled due to low enrollment, in which case, any tuition money submitted will be returned in full and students will be notified.

Refunds: There are **no refunds** on any class of **less than 300 hours**. Students dismissed from the school or withdrawing at the school's request for non-academic reasons are NOT entitled to a refund. Persons requesting a refund for extenuating circumstances must ask for the request in writing to the Adult Programs Director. If a refund is issued, a 25% administrative fee will be charged.

****We reserve the right to cancel or change courses as necessary. Marketing materials should not be considered a contract with Tolles Career & Technical Center.****



Application/Registration Procedure

Registration for part-time classes is preferred by phone @ **614.873.4666 ext. 248** or toll free at **1.800.644.3140**. VISA or MasterCard is accepted.

Checks may also be mailed to:

Tolles Career & Technical Center
Adult Workforce Education
7877 US Highway 42 South
Plain City, OH 43064

Be sure to designate the class for which you are registering.

Application information for career training programs may be obtained from our website:

www.tollestech.com

Print the detailed information, complete the necessary forms and drop them off in person to our office. Students are encouraged to phone first and make sure someone is available to answer any questions.

Office Hours: Monday through Wednesday, 9 am-7 pm; Thursday, 2 pm-7 pm. Closed on Friday.

Equal Opportunity: Tolles Career & Technical Center does not discriminate on the basis of race, color, national origin, gender, disability, age, religion, ancestry, socio-economic status, sexual orientation, citizenship or veteran status in its educational programs, activities, employment policies, or admission policies and practices, as required by law.

Aspire. Learn. Succeed



Interested in Teaching?

Tolles Adult Workforce Education is always seeking professionals with expertise to share their knowledge with students. Mail or drop off a resume and cover letter to the adult education office.

“I have worked with many students from Columbus area schools and have found that the students from Tolles Adult Workforce Education are better prepared due to their knowledge and skills.”

Cheryl Pasternak
CMA & Advisory Member

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