

Apollo

CAREER CENTER

University System of Ohio Provider

Course Catalog
Spring Issue 2012

ADULT WORKFORCE
EDUCATION



MULTICRAFT INDUSTRIAL MAINTENANCE

FUNDING

- **NEW!** Direct Loans
- New Funding Source for Veterans Now Available



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www.facebook.com/apolloadulted

WHAT'S HOT!

NEW!
ADULT CULINARY
PROGRAM!

TAKE OUR SURVEY (See Pg. 2)

www.apollocareercenter.com

1-866-998-2824
419-998-3000





Scan with your smart phone for an interesting article & video.

Apollo's manufacturing programs get people back to work

For the first time in many years, manufacturing stands out as an area of growth in the American economy.

After more than two million manufacturing jobs were lost during the recession, manufacturing companies are hiring again – but they want employees who are more highly skilled than those who were previously laid off. Many of those facilities are turning to Apollo's Adult Education for help.

Scott Edsall had a job before he even graduated from Apollo's Multi-Craft Industrial Technology (MIT) program in November of 2010. Like so many people, Scott was unemployed when he decided to go back to school to upgrade his skill set. "I had been working in maintenance for 14 years and needed skills like machining and programmable logic control (PLC). Apollo's MIT program gave me the skills I needed," he says.

Today, Scott is a multicraft maintenance technician in the Lima area. "I love my job. I get to do something different everyday and have the knowledge needed for the position because I took Apollo's MIT program."

Tim Beavis also landed a job in his field before graduation and couldn't be happier in his career choice. Tim had worked for more than a dozen years at General Motors in Defiance when the company started showing signs of economic difficulty. He had manufacturing experience but wanted maintenance experience as well. Like Scott, he chose Apollo's MIT program. "The training I received at Apollo opened so many doors for me," he said.

Tim now works in a brand new manufacturing plant. "I'm exactly where I want to be, doing what I want to be doing," he explains. "Anyone looking to upgrade their training should consider Apollo's Adult Education. My schooling got me in the door and the gentleman interviewing me was so impressed with my education that he hired me for the job."

"I'm living proof that anyone can do it. I just wish I would have done it sooner," says Tim.

Apollo's Adult Education has both machinist based programs and maintenance programs. "Apollo is more committed than ever to the idea of quality education for students and preparing them for rewarding careers," says Ann Benfield, Diversified Industrial Training manager.

For more information on all of our Adult industrial, engineering and trade programs, visit us at www.apollocareercenter.com or call 419-998-3000.

NEW! ADULT CULINARY PROGRAM! TAKE OUR SURVEY

Are you interested in an Adult Culinary program? Would you be willing to take a short survey to help structure the program? Go to www.apollocareercenter.com/adultEducation



Message from the Director:

With so many people unemployed, how can companies be experiencing a shortage of skilled workers?

According to JobsOhio, 70,000 jobs are going unfilled in the state of Ohio; and nationally, as many as 600,000. This problem has been termed the "Skills Gap." In other words, there's a lack of workers with industry recognized credentials that employers value. Unfortunately, all of this is happening at the same time when student loan debt has surpassed credit card debt in this country.

Apollo's Adult Workforce Education programs are affordable, accelerated, and designed to provide people with the training and credentials employers value. Our programs are created with input from area business/industry, and are taught by experts in the field.

In as little as four weeks, students can earn a credential that will get them back into the workforce in a career that provides a good wage. Based on the needs of area employers, Apollo is constantly offering new and updated programming. Check out our new Medical Insurance Specialist program, our new short-term certificates in CNC machining or our revised Network Systems Specialist program. With the appropriate skills training and a good work ethic, there has never been a better time to fill the Skills Gap and start a rewarding and satisfying career.

Rick Turner, Director

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**General School Calendar:
No School on Feb. 20, Apr. 6,
May 28, July 4.**

STAFF DIRECTORY

ADMINISTRATION

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Rosen, Jim (Evening Manager)
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Patrick, Donna donna.patrick@apollocc.org
419.998.2997 (Public Safety)
419.998.2980 (MET/MIT/W&F)

ADMINISTRATION

Judy Wells, Superintendent
Greg Bukowski, Treasurer
Rick Turner, Director of Adult Programs

BOARD OF EDUCATION MEMBERS

ADA - Ronald Fleming
ALLEN EAST - Todd Hager
BATH - Jackie Place
BLUFFTON - Brad Fruchey
COLUMBUS GROVE - Ned Stechschulte
ELIDA - Dennis Fricke
HARDIN NORTHERN - Michael Purdy
PERRY - Marc Pescosolido
SHAWNEE - Bob Loescher
SPENCERVILLE - Penny Kill
WAPAKONETA - Willie Sammetinger

FINANCIAL AID AND BENEFITS

Financial aid is available through a variety of sources for qualified individuals in career development programs. Aid may cover tuition, books, transportation and child care. Each source of aid has its own specific guidelines concerning eligibility and filing dates.

Our Financial Aid Adviser can guide you through the world of PELL Grants, VA benefits and the various programs available to you for career development.

Call for an appointment with Craig Hart at 419.998.2990.

Federal PELL Grants and NEW Direct Loans: These are available through the U.S. Department of Education. They are awarded on the basis of your previous year's income and apply to most 600+ hour programs. A 90% attendance and a 1.7 grade average must be maintained while attending school.

Veterans Benefits (V.A.): Selected programs are approved for the training of veterans.

You will need to submit a copy of your DD 214 along with your application to the financial aid office for approval.

Allow 6-8 weeks for processing.

Apply online at www.gbill.va.gov.

To check on your status with the Veterans Administration, call 800.827.1000 or the local Lima office at 419.228.3700.

Bureau of Vocational Rehabilitation: This agency provides funding for individuals with disabilities.

Call the Lima office at 419.228.1421 to see if you qualify.

Employer Sponsored Funding: Check with your employer to see if your organization has employee funding or a reimbursement program.

Workforce Development: Funding is available for state employees to upgrade their skills.

For information call 888.800.0074.

WIA: The Workforce Investment Act provides funding for underemployed, single parents, economically disadvantaged, dislocated workers and other special needs individuals.

Call your area One-Stop Center or County Jobs and Family Services to see if you qualify.

Allen Co. JFS 419.228.2621
Auglaize Co. One-Stop 419.739.7225
Hancock Co. JFS 419.425.6375
Hardin Co. JFS 419.674.2312
Mercer Co. WIA 419.586.6409
Putnam Co. JFS 419.523.4580
Shelby Co. JFS 937.498.4981
Van Wert Co. JFS 419.238.5430
Logan Co. JFS 937.599.5165

TAA/TRA/NAFTA: This funding is available to dislocated workers to pursue training. Contact your Ohio Jobs and Family Services to see if you qualify. 866.288.0989.

Lima 419.222.1533
Sidney 937.492.6136
Bowling Green 419.353.5321

Job Placement/ Professional Development

The Adult Education department is committed to assisting students in finding jobs within their field of study. Students enrolled in career development programs are eligible for this service.

Career Counseling & Assessment

Should you have concerns or questions regarding your career path, a certified counselor is on staff to provide personalized career counseling and assist you in your decision-making process.

Career Passport

Students who fulfill program criteria in career development programs earn a Certificate of Completion and an Apollo Career Passport.



APOLLO'S ADULT EDUCATION DEPARTMENT IS NOW ON FACEBOOK!

Find us at www.facebook.com/apolloadulted and "Like" us today.

Check back frequently for new class offerings, job openings, special events, school delays and closings. Our public relations department will also be out and about capturing photos of our students inside and outside of the classroom gaining valuable real-life experience.

Find us on facebook and tell your friends about us too!

Accreditation: Apollo Career Center is fully accredited by the North Central Association of Colleges and Schools and governed by the Ohio Board of Regents.

Quality Statement: Apollo Career Center's Adult Workforce Education serves to educate, train, or re-train individuals to gain employment, increase skills, and enrich lives.

Admission: Full-time classes are open to anyone 18 years of age or older not enrolled in a full-time high school program. High school diploma or GED is required unless other exceptions apply. All full time registrations take place in the Adult Resource Center.

Contact the adult education office or financial aid coordinator for additional information.

Tuition: Course fees are established to cover the operating expenses of the Apollo Career Center Adult Education programs which are self-supporting. Textbooks are included in tuition unless otherwise noted, and are non-refundable.

Certification Test, Supplies and Tools:

These items, when required, are included in the course fees and are not refundable. Tool kits are packaged and not broken up.

Instructors: The State of Ohio Department of Education certifies all instructors.

Class Cancellations: If a course is cancelled by Apollo Career Center, a full refund will be made.

Withdrawals: If a student withdraws, refunds will be handled according to the class policy. Fees may apply.

Certificates: An Apollo certificate of completion will be awarded to each student who attends 90 percent of scheduled classes and satisfactorily completes the required work.

Equal Opportunity: It is the policy of the Apollo Joint Vocational School District that educational activities, employment practices, programs and services are offered without regard to race, color, national origin, gender, religion, disability, or age.

School Closings: (Due to inclement weather) The adult night classes will meet as scheduled, unless road conditions become hazardous. In such case, a decision will be made by 3:00 p.m. Listen to local TV and radio stations for information or log on to www.hometownstations.com

College Credit: Apollo Adult Workforce Education has articulated a number of their Career Development programs with 2-year and 4-year colleges and universities through memorandums of understanding. Call today to find out what credit you can receive after completion of the program for transfer.

- James A. Rhodes State College
- Wright State University
- The Ohio State University, Lima
- Franklin University



COURSE TYPE DESCRIPTION

- LONG TERM
- SHORT TERM
- SPECIAL INTEREST
- ONLINE COURSES

Industrial, Engineering & Trade

MULTI-CRAFT INDUSTRIAL TECHNOLOGY (MIT)

Students completing this 900-hour training program will have successfully demonstrated skills needed for entry-level employment in a variety of skilled electrical, electronics, hydraulics/pneumatics, industrial mechanical, machinery maintenance, and welding-based manufacturing occupations currently in demand throughout West Central Ohio. Employment referrals to manufacturing companies throughout the region are provided throughout the program. For additional information call **419.998.2980**.

M-TH	03/13/12-05/16/13	6:00-10:00 pm	900 hrs	\$10,990	Rm 601
M-TH	06/27/12-09/06/13	6:00-10:00 pm	900 hrs	\$10,990	Rm 601

SOLAR / WIND ENERGY Prerequisite: M.I.T. Program or equivalent

This program is designed to prepare you for entry level employment in a broad spectrum of job opportunities. Learn through demonstrations and hands on training. For more details on what you will learn, visit our website

M-TH	06/04/12-08/09/12	6:00-10:00 pm	144 hrs	\$1,900	Rm 301
M-TH	11/12/12-02/14/13	6:00-10:00 pm	144 hrs	\$1,900	Rm 301

MANUFACTURING ENGINEERING TECHNOLOGY (MET)

Students completing this 900-hour training program will have successfully demonstrated skills needed for entry-level employment in a variety of skilled Machining, CNC, Tool & Die, Auto CAD, CAM, Electrical, and Electronics based occupations currently in demand throughout West Central Ohio.

Employment referrals to manufacturing companies throughout the region are provided throughout the program. For additional information call **419.998.2980**.

M-TH	03/13/12-05/16/13	6:00-10:00 pm	900 hrs	\$10,990	Rm 601
M-TH	06/27/12-09/06/13	6:00-10:00 pm	900 hrs	\$10,990	Rm 601

WELDING & FABRICATION (W-F)

This Program is designed to provide portable welding credentials for code welders. Welders can test to a number of code-specific supplements that pattern themselves after the qualification requirements of those specific codes. Students completing this 900-hour training program will have successfully demonstrated skills needed for entry level employment in S.M.A.W., G.T.A.W., G.M.A.W., Pipe, and cutting applications. Students will also obtain skills in metal fabrication, blueprint reading/metallurgy, mathematics, and welding fundamentals/metrology. Upon completion of this program, graduates will be eligible to seek AWS certification in S.M.A.W., G.T.A.W., G.M.A.W., and Pipe Welding. These skills have been identified as being in demand by manufacturers throughout West Central Ohio. Employment referrals to companies throughout the region will be provided throughout the program. For additional information, call **419.998.2980**



M-TH	03/13/11-05/16/13	6:00-10:00 pm	900 hrs	\$12,100	Rm 601
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430 ONLINE TRADE & INDUSTRIAL/ MANUFACTURING CLASSES NOW AVAILABLE!
CALL 419.998.2980 FOR INFORMATION.

INDUSTRIAL & ENGINEERING ARTICULATION AGREEMENT:

Apollo currently has several articulation agreements which link the classes taken at Apollo with courses offered at State supported 2-year colleges. The intent of the articulation plan is to recognize student achievement in career programs by providing advanced placement at the college level. The advanced credit earned reduces the number of credit hours needed for a degree.

SOMETIMES, CLASSES ARE CANCELLED DUE TO LITTLE OR NO ENROLLMENT. TO AVOID DISAPPOINTMENT, DON'T WAIT REGISTER EARLY!

AWS TESTING
CALL 419.998.2980 TO REGISTER
REGISTER MORE THAN ONE WEEK IN ADVANCE
8 A.M. TEST DATES:
MAR 17, APR 14, MAY 12, JUN 9, AUG 11.



AMERICAN WELDING SOCIETY
AWS ACCREDITED TEST FACILITY

LONG TERM
SHORT TERM
SPECIAL INTEREST
ONLINE COURSES

1-866-998-2824 | www.apollocareercenter.com

NEW! SHORT TERM CERTIFICATE PROGRAMS

The goal of a certificate program is to get people back to work as soon as possible. Industry has indicated that there are skilled jobs going unfilled in the area. These certificate programs were developed to train the student for these skilled jobs. *Prerequisite: Work Keys Test

CNC Operator Certificate

M-TH	03/13/12 – 07/26/12	6-10 pm	252 hrs.	\$3,350	Rm 601
M-TH	08/02/12 – 12/18/12	6-10 pm	252 hrs.	\$3,350	Rm 410

CNC Programmer Certificate *Prerequisite: CNC Operator Certificate

M-TH	08/06/12 – 04/16/13	6-10 pm	180 hrs.	\$2,375	Rm 409B
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REGULAR INDUSTRIAL CLASSES

Module Title	Date	Date	Days	Time	Cost	Room
Analog/Digital Electronics	06.28.12	07.26.12	T/TH	6P-10P	\$ 475.00	302
Auto Cad I	03.15.12	04.12.12	T/TH	6P-10P	\$ 475.00	409A
Auto Cad II	04.17.12	05.15.12	T/TH	6P-10P	\$ 475.00	409A
Auto Cad II	05.21.12	06.25.12	M/W	6P-10P	\$ 475.00	409A
Blueprint Reading I	03.14.12	04.11.12	M/W	6P-10P	\$ 475.00	404
Blueprint Reading II/Technical Sketching	03.14.12	04.11.12	M/W	6P-10P	\$ 475.00	206
Blueprint Reading II/Technical Sketching	07.02.12	08.01.12	M/W	6P-10P	\$ 475.00	301
Blueprint Reading/Metallurgy	04.16.12	05.14.12	M/W	6P-10P	\$ 475.00	405
Computer Aided Manufacturing (CAM) I	03.15.12	04.12.12	T/TH	6P-10P	\$ 475.00	409B
Computer Aided Manufacturing (CAM) II	04.17.12	05.15.12	T/TH	6P-10P	\$ 475.00	409B
Eltc. Safety/Schem.	07.02.12	08.01.12	M/W	6P-10P	\$ 475.00	401
Industrial Health & Safety	04.16.12	05.14.12	M/W	6P-10P	\$ 475.00	303
Machine Control Systems	03.15.12	04.12.12	T/TH	6P-10P	\$ 475.00	407
Machine Processes I	05.17.12	06.26.12	T/TH	6P-10P	\$ 475.00	410
Machine Processes III	03.15.12	04.12.12	T/TH	6P-10P	\$ 475.00	410
Machinery Handbook/Metallurgy	04.16.12	05.14.12	M/W	6P-10P	\$ 475.00	404
Math For Welders	03.15.12	04.11.12	T/TH	6P-10P	\$ 475.00	302
National Electric Code	04.17.12	05.15.12	T/TH	6P-10P	\$ 475.00	303
Programmable Logic Controls (Advanced)	05.17.12	06.26.12	T/TH	6P-10P	\$ 475.00	104
Programmable Logic Controls (Basic)	04.17.12	05.15.12	T/TH	6P-10P	\$ 475.00	104
Single Phase Circuits (Basic Electricity)	06.28.12	07.26.12	T/TH	6P-10P	\$ 475.00	403
Technical Mathematics I	04.16.12	05.14.12	M/W	6P-10P	\$ 475.00	404
Technical Mathematics II	05.21.12	06.25.12	M/W	6P-10P	\$ 475.00	404
Vertical Mill/Engine Lathe I	05.21.12	06.25.12	M/W	6P-10P	\$ 475.00	410
Welding Fundamentals & Metrology	03.14.12	04.11.12	M/W	6P-10P	\$ 475.00	409A

INDIVIDUAL WELDING CLASSES (36 HR.)

Module Title	Date	Date	Days	Time	Cost	Room
Introduction to Welding	06.20.12	06.20.12	W	6P-9P	\$ 75.00	412
Introduction to Welding	08.15.12	08.15.12	W	6P-9P	\$ 75.00	412
ARC Welding I	02.27.12	03.12.12	M-TH	6P-10P	\$ 535.00	412
ARC Welding II	03.14.12	03.28.12	M-TH	6P-10P	\$ 535.00	412
ARC Welding III	03.29.12	04.12.12	M-TH	6P-10P	\$ 535.00	412
ARC Welding IV	04.16.12	04.30.12	M-TH	6P-10P	\$ 535.00	412
MIG Welding I	03.15.12	04.12.12	T/TH	6P-10P	\$ 535.00	412
MIG Welding I	05.17.12	06.11.12	M-TH	6P-10P	\$ 535.00	412
MIG Welding II	06.12.12	06.26.12	M-TH	6P-10P	\$ 535.00	412
MIG Welding III	06.28.12	07.16.12	M-TH	6P-10P	\$ 535.00	412
MIG Welding IV	07.17.12	08.01.12	M-TH	6P-10P	\$ 535.00	412
Plasma Carbon Arc/Cutting	04.17.12	05.15.12	T/TH	6P-10P	\$ 535.00	412
Pipe ARC Welding I	06.12.12	06.26.12	M-TH	6P-10P	\$ 535.00	412
Pipe ARC Welding II	06.28.12	07.16.12	M-TH	6P-10P	\$ 535.00	412
Pipe ARC Welding III	07.17.12	08.01.12	M-TH	6P-10P	\$ 535.00	412
Pipe Prep ARC Welding I	05.01.12	05.15.12	M-TH	6P-10P	\$ 535.00	412
Pipe Prep ARC Welding II	05.17.12	06.11.12	M-TH	6P-10P	\$ 535.00	412
Pipe TIG Welding I	03.29.12	04.12.12	M-TH	6P-10P	\$ 535.00	412
Pipe TIG Welding II	04.16.12	04.30.12	M-TH	6P-10P	\$ 535.00	412
Pipe TIG Welding III	05.01.12	05.15.12	M-TH	6P-10P	\$ 535.00	412
TIG Welding I	03.15.12	04.12.12	T/TH	6P-10P	\$ 535.00	412
TIG Welding II	02.27.12	03.12.12	M-TH	6P-10P	\$ 535.00	412
TIG Welding III	03.14.12	03.28.12	M-TH	6P-10P	\$ 535.00	412
MIG, TIG, or ARC I or II	06.11.12	06.21.12	M-F	8A-12P	\$ 535.00	412
MIG, TIG, or ARC I or II	08.06.12	08.16.12	M-F	8A-12P	\$ 535.00	412

* Prerequisites required.

Health and Medicine

**PRICES &
SCHEDULES
SUBJECT TO
CHANGE PRIOR
TO START DATE**

NEW! MEDICAL INSURANCE SPECIALIST

A medical insurance specialist acquires a working knowledge of coding systems (e.g., CPT, HCPCS level II, and ICD-9-CM), coding principles and rules, government regulations, and third-party payer requirements to ensure that all diagnoses, procedures, and services documented in patient records are coded accurately for reimbursement, research, and statistical purposes. Detail oriented people with excellent interpersonal skills are required of medical insurance specialists because they communicate with providers about documentation and compliance issues related to the appropriate assignment of diagnosis and procedure/service codes.

The 9-month full-time Medical Insurance Specialist Certificate will prepare students for entry-level positions in a wide variety of healthcare settings such as physician's offices, clinics, insurance companies, and various other health oriented companies. Upon completion of the Medical Insurance Specialist curriculum, students will be prepared to take the American Association of Professional Coders national certification examination, the Apprentice Certified Professional Coder (CPC-A). After two years of documented work history as a procedural coder, the student will become a Certified Professional Coder (CPC).



Now accepting applications. \$30 Application Fee.

T-F	04/17/12-01/31/13	9:00-3:00 pm	856 hrs	\$8,000	Rm 718
Some Mon				+ fees/materials	

NURSE AIDE

A nurse aide performs everyday tasks under the supervision of nursing and medical staff. Students receive daily hands-on training in a lab setting. In addition to 60 classroom hours, 16 clinical rotation hours are scheduled and assigned within the first week of class. Clinical dates and times are in addition to class schedules.

Call Ruth Nichols at **419.998.2979** for more information.

Current (within 3 months) 2-step Mantoux (TB) test is required. Workbook and State Test are included in tuition cost. State Nurse Aide test is administered at Apollo 4-6 weeks after successful completion of class.

M-W	02/29/12-03/21/12	9:00 am-3:30 pm	76 hrs	\$700	Rm 814
M-TH	03/26/12-04/12/12	3:30 pm-10:00 pm	76 hrs	\$700	Rm 814
M-F	05/07/12-05/18/12	9:00 am-3:30 pm	76 hrs	\$700	Rm 814
M-F	05/29/12-06/08/12	9:00 am-4:30 pm	76 hrs	\$700	Rm 814
M-F	07/16/12-07/27/12	9:00 am-3:30 pm	76 hrs	\$700	Rm 814
M-W	07/30/12-08/20/12	9:00 am-3:30 pm	76 hrs	\$700	Rm 814

TRAIN THE TRAINER – NURSE AIDE

Successful completion of this course is required for eligible nurses who desire to be a Primary Instructor or Program Coordinator, teaching nurse aides in a State Approved Nurse Aide Training Program (TCEP) in Ohio. The course is approved by the Ohio Department of Health, and meets the criteria for training nurse aide trainers. An Ohio Train the Trainer (TTT) certificate will be issued upon successful completion of all course requirements. For information on registration, verification of eligibility, and policies, call 419.998.2979.

T-F	04/24/12-04/27/12	8:30 am-5:00 pm	29 hrs	\$500	Rm 814
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LONG TERM

SHORT TERM

SPECIAL INTEREST

ONLINE COURSES

1-866-998-2824 | www.apollocareercenter.com

MEDICAL ASSISTANT

This program prepares you to work in both the administrative and clinical areas in ambulatory care. Certified Medical Assistants (CMA's) make up the largest group of allied health occupations, working side-by-side with both physicians and professional medical personnel in private practices, clinics, and medical laboratories. The duties of a CMA include, but are not limited to: medical coding and billing, processing insurance, scheduling appointments, managing electronic health records, answering telephones, and managing practice finances. CMA's perform basic patient care, take medical history, perform laboratory testing, take vital signs, draw blood, perform EKG's, give injections, remove sutures, assist with examinations, perform diagnostic procedures, and more. The duties of CMA's vary from office to office depending on the size and location of the medical practice and the physician's specialty.

Now accepting applications. \$30 Application Fee.

M-TH some Fri	08/20/12-06/16/13	9:00-3:00 pm	900 hrs	\$8,500	Rm 707	+ fees/materials
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LICENSED PRACTICAL NURSE

The LPN serves as a patient advocate by collaborating, communicating, and working with other members of the healthcare team. This 11-month program prepares the graduate for an entry-level position in structured settings at the direction of a registered nurse, licensed physician, dentist, optometrist, or podiatrist. Classroom work is integrated with lab and clinical hands-on learning in both acute and chronic care settings.

The graduate is prepared to practice nursing with persons throughout the life span within an ethical, economic, and legal framework, and to function in accordance with the Licensed Practical Nurse scope of practice set forth by the Nurse Practice Act.

Now accepting applications. \$30 Application Fee.

M-F	08/06/12-06/13/13	7:30-3:30 pm	1376 hrs	\$9,700	Lima	+ fees/materials
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MASSAGE THERAPY – DAYTON SCHOOL OF MEDICAL MASSAGE

The objective of this course is to train and prepare career-oriented students to obtain licensure as massage therapists. Students must attend 900 hours of instruction including supervised hands-on learning, related lectures and clinical experience.

For additional information go to

www.massageschools.com or call 1.888.860.4544 or 419-998-2984.

***Any class days cancelled will be made up following the final scheduled class day.**

**REGISTER MORE
THAN 2 WEEKS IN
ADVANCE.**

Without sufficient enrollment, classes will be cancelled. Prices/ schedules subject to change without notification.

PHLEBOTOMY

Learn techniques, skills, and equipment for the purpose of safe and effective blood collection.

Requirements: Must have Hepatitis B immunization and two-step Mantoux (TB) prior to clinical.

Student is responsible for obtaining AHA/HCP CPR certification prior to clinicals.

Must be 18 yrs of age and be prepared to show a High School Diploma or GED.

Students who complete this course and have 100 successful draws will be permitted to sit for the Phlebotomy Board Certification Exam. Exam fee \$125.

Call 614-878-7751 for testing locations and times. First night attendance is mandatory.

M/W	03/19/12-05/09/12	6:00-9:00 pm	48 hrs	\$605	Rm 805	FULL
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M/W	09/10/12-10/31/12	6:00-9:00 pm	48 hrs	\$605	Rm 805	
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MEDICAL TERMINOLOGY

The student will learn vocabulary as it applies to the major body systems. Books included.

M/W	03/19/12-05/07/12	6:00-9:00 pm	45 hrs	\$545	Rm 310	+ fees/materials
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Public Safety Accreditation #102

EMT BASIC (EMERGENCY MEDICAL TECHNICIAN)

This course contains class work and clinical experience. Students will learn transportation and care of patients, how to determine the nature and extent of illness or injury, advanced life saving skills including intubation, and automated external defibrillation.

Admission requirements: Must have current CPR BLS HCP card. N.R. testing fee extra. Must be 18 years of age, current driver's license, high school diploma or GED.

*Orientation 04/18/12 at 6pm

M/W	04/23/12-08/29/12	6:00-10:00 pm	130 hrs	\$775	Apollo, Rm 606/608
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PUBLIC SAFETY INSTRUCTOR CONTINUING EDUCATION

Topic –Assessing student needs & student remediation.

Pre-registration required.

TH	02/16/12	6:00-8:30 pm	2 hrs	FREE	Apollo, Rm 602
F	02/17/12	1:00-3:30 pm	2 hrs	FREE	Apollo, Rm 602
S	02/18/12	10:00-12:30 pm	2 hrs	FREE	Apollo, Rm 602

FIRST AID – Books/supplies included. Pick up book prior to class.

S	02/18/12	9:00-1:00 pm	4 hrs	\$50	Apollo, Rm 602
S	04/28/12	9:00-1:00 pm	4 hrs	\$50	Apollo, Rm 602
W	05/16/12	6:00-10:00 pm	4 hrs	\$50	Apollo, Rm 602
W	07/18/12	6:00-10:00 pm	4 hrs	\$50	Apollo, Rm 602

CPR/BLS HEALTHCARE PROVIDER – Books/supplies included. Pick up book prior to class.

Sat	02/25/12, 03/17/12 04/21/12, 05/05/12 06/09/12, 07/21/12	9:00-3:00 pm	6 hrs	\$80	Apollo, Rm 602
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FIRST AID, CPR/HCP, CPR/AED/INFANT/CHILD also available Online. \$50

Part 1 is online. Parts 2-3 Check-offs by appointment only. Call 419.998.2997 for information.



LONG TERM
SHORT TERM
SPECIAL INTEREST
ONLINE COURSES

1-866-998-2824 | www.apollocareercenter.com

OTHER PUBLIC SAFETY OFFERINGS:

NEW GEMS (Geriatric Education for Emergency Medical Services)

BLS

T/TH 03/13/12 & 03/15/12 9:00 am-1:00 pm
8 hrs \$110 + Books Rm 606/608

ALS

T/TH 03/20/12-03/27/12 9:00 am-1:00 pm
12 hrs \$125 + Books Rm 606/608

Contact 419.998.2997

STATE FIRE TESTS*

Minimum 10-day pre-registration is required by calling 419.998.2997. Payment is due at time of registration. Student arrival no later than 8:45 am. Picture ID required.

S 3/24/12, 4/28/12 9:00-11:00 am
5/19/12, 6/23/12
7/21/12, 8/18/12

\$10 *Fire Retest
\$25 *Reinstatement Test

Apollo, Rm 718

VOLUNTEER FIREFIGHTER

*Orientation 4/7/12 from 9-2 pm

S	04/14/12-06/16/12	12:00-4:00 pm	36 hrs	\$445	Rm 606/608
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*Orientation 6/2/12 from 9-2 pm

S	06/09/12-08/11/12	8:00-12:00 pm	36 hrs	\$445	Rm 606/608
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RAPID INTERVENTION TEAM *If taking RIT, you will receive the 16 Life Safety Initiatives class FREE

T/TH	03/20/12-03/24/12	6:00-10:00 pm	16 hrs	\$165	Rm 606/608
S		8:00-5:00 pm			

16 LIFE SAFETY INITIATIVES (Free if taking Rapid Intervention Team class)

W	03/28/12	6:00-10:00 pm	4 hrs	\$25	Rm 606/608
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T	05/08/12	6:00-10:00 pm	4 hrs	\$25	Rm 606/608
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EVOC

M/W	06/18/12-06/30/12	6:00-10:00 pm	16 hrs	\$155	Rm 606/608
S		8:00-5:00 pm			

ROPE RESCUE

TH	05/10/12-05/12/12	6:00-10:00 pm	12 hrs	\$125	Rm 602
S		8:00-5:00 pm			





\$100 non-refundable application fee

LAW ENFORCEMENT

This program prepares you for an entry-level police officer position with hands-on and classroom training. Upon successful completion, a graduate is eligible for positions in local police departments, county sheriff's offices, state facilities, and other locations. Course includes instruction in administration, legal responsibilities, human relations, firearms, defensive driving patrol techniques, civil disorder, investigation, traffic control and physical conditioning. Some weekend training involved. This program is OPOTC approved.

Mandatory meeting Aug. 06, 2012 from 6:00-10:00 pm
 M-TH 09/10/12-04/06/13 6:00-10:00 pm \$3,100 Rm CEO-111
 Sat and + fees/materials
 occasional Sun 8:00-5:00 pm

HOME INSPECTOR TRAINING ONLINE FOR \$995

Home Inspection is a growing profession full of opportunities for anyone interested in starting a business and participating in an exciting, challenging career with plenty of room for growth.

- ~Be your own boss
- ~No Franchise Fees
- ~Make extra money
- ~Financing available
- ~Best instruction
- ~Certification programs
- ~Continued support
- ~Deluxe home study
- ~Quality training materials
- ~Business development
- ~Low startup



American Home Inspectors Training Institute is the Nation's leader in home inspection training and training materials. We have been successfully training home inspectors for over a decade. Whether you are currently in the home inspection profession or just looking at getting into the business, we can help you.

What are you waiting for?
 Start your new career today!

HVAC

This course will include theory of refrigeration, types of refrigerants, methods of heat transfer, and electrical diagnosis. The metering devices, condensers, evaporators, testing instruments, fitting and tools for refrigeration and air conditioning, electrical components, and control motors will be discussed as they relate to the subject. EPA certification test fee included. (You must hold EPA certification in order to purchase and work with AC Chemicals).

T/TH 08/28/12 – 12/20/12 6:00-9:30 pm 108 hrs \$1,600 Rm 302

- LONG TERM
- SHORT TERM
- SPECIAL INTEREST
- ONLINE COURSES

Truck Driving & Heavy Equipment

TRUCK DRIVING

Drive your career forward by enrolling in our Truck Driving Academy. The Academy offers CDL training for both Class A and Class B. The State of Ohio has licensed Apollo as a Commercial Driver Training School. The program is also accredited by the Ohio Department of Education through Apollo Career Center.



Admission Requirements:

Students must have a valid driver's license, pass a DOT physical examination and school approved drug screen.

- 18 years of age allows students to drive in-state only.
- Minimum age of 21 for interstate driving.
- Students must have no more than four (4) points on his or her current license.
- No DUI/DWI/OMVI motor vehicle substance convictions in the previous five (5) years.

Assistance in placement for qualified graduates. Financial aid is available based on eligibility through WIA, NAFTA, TAA, TRA, BVR, VA, tuition assistance, Montgomery GI Bill, employer sponsored, or Workforce Development. Private Loans accepted.

To register, or for additional information on all Truck Driving courses, call Jim Rosen toll free at **1.866.276.5562** or locally at **419.998.2969**.

COMBINATION CDL/HEAVY EQUIPMENT

The students will learn to operate nine types of heavy equipment and have eight weeks training on a tractor-trailer truck with extended road time enabling them to obtain the class A/B license. CDL portion available days or nights; normal or accelerated.

\$6,900-7,900. Price varies depending on Truck Driving schedule/fees. Call Jim Rosen at 419.998.2969 for schedule availability.

HEAVY EQUIPMENT OPERATOR

Are you looking for a lifelong career? Students are taught heavy equipment operation through hands-on training as well as in the classroom. The program is designed to give students the fundamental skills and knowledge needed to operate the following pieces of heavy equipment:

- Backhoe
- Dump Truck/Trailer
- Bulldozer
- Tractor/Loader & Implement
- Laser Level
- Mini-Excavator
- Skid Loader

Hard hat and safety glasses included.



M-TH	04/02/12-05/14/12	4:00-8:00 pm	100 hrs
\$3,500	Rm CEO-112		
M-F	06/13/12-06/29/12	4:00-8:00 pm	100 hrs
\$3,500	Rm CEO-112		

FORKLIFT

T/TH	03/06/12 & 03/08/12	5:00-9:00 pm	8 hrs
\$105	Rm CEO-112		
T/TH	05/15/12 & 05/17/12	5:00-9:00 pm	8 hrs
\$105	Rm CEO-112		



TRUCK DRIVING SCHEDULE

Rm CEO-105

CLASS A LICENSE

6-Week Day Class

224 hrs., \$5,000
M-F, 8:00 am – 5:00 pm

02/22/12-03/30/12
03/28/12-05/07/12
05/02/12-06/11/12
06/06/12-07/16/12
07/11/12-08/17/12
08/15/12-09/24/12

4-Week Day Class

160 hrs., \$4,000
M-F, 8:00 am – 5:00 pm

02/27/12-03/23/12
04/02/12-04/30/12
05/07/12-06/04/12
06/11/12-07/09/12
07/16/12-08/10/12
08/20/12-09/17/12

8-Week Night Class

160 hrs., \$4,000
M-TH, 5:00 pm – 10:15 pm

02/27/12-04/19/12
04/09/12-06/04/12
05/21/12-07/17/12
07/02/12-08/27/12
08/13/12-10/08/12

CLASS B LICENSE (STRAIGHT TRUCK)

2 1/2-Week Day Class

104 hrs., \$3,100
M-F, 8:00 am – 5:00 pm

02/27/12-03/14/12
04/02/12-04/19/12
05/07/12-05/23/12
06/11/12-06/27/12

5-Week Night Class

105 hrs., \$3,100
M-TH, 5:00 pm – 10:15 pm

02/27/12-04/12/12
04/09/12-05/14/12
05/21/12-06/26/12
07/02/12-08/07/12
08/13/12-09/18/12

Early Childhood

DEVELOPMENT AND CARE

During the early childhood years, birth through age five, every moment is an opportunity for children to learn more about the world around them, to develop social skills, and to gain critical thinking skills and knowledge. The Early Childhood Development program will prepare you to become a childcare teacher, daycare provider, pre-school teacher or director. Upon successful completion of either program, CDA Testing is available for \$325. Partial funding/scholarships available for the CDA Test. For more information, please call us or check out our website www.apollocareercenter.com. Contact Wendy Fannin for additional information at **419.998.2985** or wendy.fannin@apolloc.org.



LONG TERM PROGRAM – 600 HOURS **Financial Aid Available**

This course is ideal for people who have never worked in a child care center and wish to gain knowledge and experience as well as obtain their CDA credential. 120 hours classroom and 480 hours fieldwork in a child care center will be provided.

Requirements: 18 yrs of age, High School Diploma.

TH	09/06/12-05/16/13	6:00-9:30 pm	600 hrs	\$3,200 + CDA Test	Rm 808
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SHORT TERM PROGRAM – 120 HOURS

This course is ideal for people who are already working or volunteering in a daycare or child care center and would like to obtain their CDA credential. 120 classroom hours will be provided. Student is responsible for an additional 480 hours of documented fieldwork prior to end date to obtain completion certificate and CDA. Requirements: 18 yrs of age, High School Diploma. Payment plans available.

TH	09/06/12-05/16/13	6:00-9:30 pm	600 hrs	\$1,100 + CDA Test	Rm 808
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CONTINUING EDUCATION, WORKSHOPS & SEMINARS

Ideal for Childcare Teachers, Directors, and Daycare Providers. All are included in the long term and short term Early Childhood Development & Care courses.

CHILD ABUSE

Child Abuse I & II

03/15/12 & 03/22/12	6:00-9:00 pm
6 hrs	\$30 Rm 808

CHILD ABUSE REFRESHER

03/22/12	6:00-9:00 pm
3 hrs	\$15 Rm 808

COMMUNICABLE DISEASE

Communicable Disease Refresher

05/03/12	6:00-9:00 pm
3 hrs	\$15 Rm 814

FIRST AID

First Aid Refresher

04/26/12	6:00-9:00 pm
3 hrs	\$15 Rm 814

CPR (on campus or online): check schedules on our website. *Book must be picked up and reviewed prior to class

CPR Renewal Online

Contact Donna **419.998.2962**

\$50 Rm 602

WORKSHOPS

More Than Painting

03/01/12	6:00-9:00 pm
3 hrs	\$15 Rm 808

Make It – Take It

03/29/12	6:00-9:00 pm
3 hrs	\$15 Rm 808



ABLE/GED

ANY QUESTIONS REGARDING ABLE/GED/ESOL/TRANSITIONS CALL JOYCE TRACY AT 419.998.2993

Adult Basic Education enables adults to master basic reading, writing and math skills. We also offer a preparatory class designed specifically for those adults who will be taking the GED exam. English for Speakers of Other Languages (ESOL) is FREE for foreign-born adults 18 years or older. All students are required to attend the orientation process for entry into the program. 16 and 17 year olds must register before orientation. We ask that students arrive on time with a photo ID. We have students of varied ages and backgrounds. We are state funded, therefore classes are FREE.

After the student has completed the initial 12 hr. Orientation, the GED pretest can be taken during class time. Official GED testing is scheduled twice each month. This schedule will be provided during orientation. Basic skill training includes basic language, math, reading, social studies, science and GED preparation. We also offer online and computer based instruction, basic computer skills, computer keyboarding, study skills, test taking skills, and transition into postsecondary and pre-employment training.

APOLLO GED TESTING INFORMATION AND DATES

- Enroll in a GED program.
- Take and pass a GED pretest.
- Complete application by registering with instructor or online at www.ode.state.oh.us. \$40 registration fee (Visa, MC, or Money Order only).
- All GED applicants must be pre-registered. To register for the test, call 419-996-3082.
- A picture ID is required for testing.

JUST RELEASED! The 2002 GED test series will be phased out in January 2014. If you have not passed one or more parts of the 2002 series, you have until Dec. 31, 2013 to pass. You may only take the test up to three times per year. Once the new series is released, you will need to take the entire test to receive your GED. Prior scores will not be counted. Cost of new test is undetermined at this time.

COLLEGE BRIDGE CLASS

Instruction will be provided to address the gaps in knowledge and skills needed for success in postsecondary education and the workplace. Complete career exploration, financial aid, job search skills, and much more. For class schedule, email joyce.tracy@apollocc.org.

STUDY TABLES

Basic skill review, contextualized skills, transition to postsecondary education, work keys test and other test preparation.

M	9:00 am-12:00 noon	Rm 718
T	3:45 pm-5:45 pm	Rm 700

ABLE/GED SCHEDULE

Location: Apollo Career Center, Adult Resource Center

Call **419.998.2993** for more information or joyce.tracy@apollocc.org.
No registration necessary.

**CLASSES
ARE FREE**

Orientation at 9:00 am or 6:00 pm on
Mar 6, Apr 3, May 1, June 5

AM Classes Schedule (be prompt):

T/TH 9:00 am-12:00 noon Rm 700

PM Classes Schedule (be prompt):

T/TH 6:00 pm-9:00 pm Rm 700

ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

Orientation is the first Tuesday or Wednesday of each month.

Orientation at 6:00 pm on
Mar 7, Apr 4, May 2

W	6:00 pm-8:30 pm	Rm 601
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ABLE/GED SCHEDULE (at ACCENT):

Location: ACCENT One Stop,
1501 S. Dixie Highway, 419-999-0365

9:00 am Orientation 1st Monday of each month

M/W	9:00 am-12:00 noon
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ONLINE LEARNING

Come to class for more information

Special Interest Classes

REGISTER MORE THAN 2 WEEKS IN ADVANCE.

Without sufficient enrollment, classes will be cancelled. Prices/ schedules subject to change without notification.

PHOTOGRAPHY I

Learn the essentials of photography, how to operate your digital or film camera's settings, and the tools and techniques needed to take better photographs with artistic quality. **Check online for cancellations.**

W	02/22/12-03/28/12	6:30-9:30 pm	18 hrs	\$60	Rm 301	FULL
W	04/04/12-05/09/12	6:30-9:30 pm	18 hrs	\$60	Rm 301	FULL
W	05/16/12-06/20/12	6:30-9:30 pm	18 hrs	\$60	Rm 301	
T	06/26/12-07/31/12	6:30-9:30 pm	18 hrs	\$60	Rm 301	

PHOTOGRAPHY II Prerequisite: Photography I

TH	03/29/12-05/03/12	6:30-9:30 pm	18 hrs	\$60	Rm 301
TH	05/17/12-06/28/12	6:30-9:30 pm	18 hrs	\$60	Rm 301

PHOTOGRAPHY III Prerequisite: Photography II

TH	07/05/12-08/09/12	6:30-9:30 pm	18 hrs	\$60	Rm 301
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GOLF

This course is designed for the beginner to the intermediate golfer. A golf professional will give instruction at a driving range on: fundamentals of swing, putting, chipping, rules, etiquette, golf terms and more. Range balls are extra.

T	04/17/12-05/22/12	6:00-7:30pm	9 hrs	\$65	Rm 103
W	04/18/12-05/23/12	5:30-7:00pm	9 hrs	\$65	Rm 103
M	06/11/12-07/16/12	6:00-7:30pm	9 hrs	\$65	Rm 103
T	06/12/12-07/17/12	5:30-7:00pm	9 hrs	\$65	Rm 103



SERVSAFE*

This is a certification course that covers the causes of food borne illness, principles of the HACCP system, occupational safety and health, and operational practices. If you or your company's employees need this certification, please call 419-998-2961 to arrange a class. Course cost includes text and exam.

*A minimum of five students is required for the course to run.
16 hrs \$175 per student.



BASIC MOTORCYCLE RIDER'S COURSE

Apollo Career Center's Adult Education serves as a training site for Motorcycle Ohio classes. To register for the Motorcycle Ohio training course, please visit www.motorcycle.ohio.gov after February 6, 2012 or call **1-800-83-RIDER**.



Start Date	End Date	Days & Times	Rm
04/18/12	04/22/12	Wed 5:30pm-10:00pm, Sat 8:00am-2:00pm, Sun 8:00am-2:00pm	302
04/25/12	04/29/12	Wed 5:30pm-10:00pm, Sat 8:00am-2:00pm, Sun 8:00am-2:00pm	302
05/02/12	05/06/12	Wed 5:30pm-10:00pm, Sat 8:00am-2:00pm, Sun 8:00am-2:00pm	302
05/09/12	05/13/12	Wed 5:30pm-10:00pm, Sat 8:00am-2:00pm, Sun 8:00am-2:00pm	302
05/16/12	05/20/12	Wed 5:30pm-10:00pm, Sat 8:00am-2:00pm, Sun 8:00am-2:00pm	302
05/23/12	05/27/12	Wed 5:30pm-10:00pm, Sat 8:00am-2:00pm, Sun 8:00am-2:00pm	302
06/01/12	06/03/12	Fri 5:30pm-10:00pm, Sat 8:00am-2:00pm, Sun 8:00am-2:00pm	302
06/06/12	06/10/12	Wed 5:30pm-10:00pm, Sat 8:00am-2:00pm, Sun 8:00am-2:00pm	302
06/11/12	06/13/12	Mon 8:00am-12:30pm, Tue 8:00am-2:00pm, Wed 8:00am-2:00pm	302
06/13/12	06/17/12	Wed 5:30pm-10:00pm, Sat 8:00am-2:00pm, Sun 8:00am-2:00pm	302
06/18/12	06/20/12	Mon 8:00am-12:30pm, Tue 8:00am-2:00pm, Wed 8:00am-2:00pm	302
06/20/12	06/24/12	Wed 5:30pm-10:00pm, Sat 8:00am-2:00pm, Sun 8:00am-2:00pm	302

For more classes, visit www.motorcycle.ohio.gov in May.

LONG TERM
SHORT TERM
SPECIAL INTEREST
ONLINE COURSES

1-866-998-2824 | www.apollocariercenter.com

THE ART & TECHNIQUE OF CREATING BEADED JEWELRY & ACCESSORIES

Come create unique pieces of beaded jewelry from concept to completed piece! Choose from over 1,000 different types of beads made from stone, shell, glass, acrylic, and metal. This class will make one necklace, one bracelet, and two pairs of earrings – each designed and created by you using basic beaded jewelry techniques. Not included in tuition, a supply fee of \$50 (Includes all beads, wire, findings, etc., for projects) will be payable to instructor the first night of class.

Tools: Bring your own jewelry pliers or purchase first night of class for \$8 each (you will need 2 types).

M	03/26/12	6:00-9:00 pm	3 hrs	\$15	Rm 808
M	05/07/12	6:00-9:00 pm	3 hrs	\$15	Rm 808

SUMMER JEWELRY – WIRE WRAPPING & EARRINGS

Create light and beautiful jewelry for summer in this wire wrapped pendant and basic earring class.

Learn basic wire wrapping skills using a variety of stone, shell glass, acrylic and metal beads. This class will make two wire wrapped pendants and 1 pair of earrings. Not included in tuition, a supply fee of \$20 (Includes all beads, wire, findings, etc., for projects) will be payable to instructor the first night of class.

Tools: Bring your own jewelry pliers or purchase first night of class for \$8 each (you will need 2 types).

M	06/04/12	6:00-8:00 pm	2 hrs	\$10	Rm 808
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Computer Classes

NETWORK SYSTEMS SPECIALIST

The Network Systems Specialist student will obtain technical skills such as computer hardware diagnostics, troubleshooting, computer software and network fundamentals, which are necessary to become an A+, Network+, Server+, CNA, and MCP certified technician.

These skills will be learned through a series of hands-on lab exercises and book assignments.

Dave Simons at 419.998.2930, dave.simons@apolloc.org

M-TH	04/03/12 - 12/10/12	6:00-10:00 pm	600 hrs	\$7,100	
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COMPTIA A+ CERTIFICATION

Train in a laboratory setting to become an IT technician or to start your IT career. Course covers computer hardware and software installation, configuration and troubleshooting. Other topics include operating system fundamentals, motherboard, processors, memory, printers and basic networking. This course prepares you for the CompTIA A+ certification test.

T/TH	05/29/12 – 08/02/12	6:00-10:00 pm	60 hrs	\$670	Rm 311A
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COMPUTER CONCEPTS

This comprehensive course is designed for beginners who want to learn the basics of the computer. Topics include an introduction to computers, Windows XP and Vista, Internet fundamentals, and the basic functions of Microsoft Word, Excel, and Access using Microsoft Office 2007 Pro.

T/TH	04/03/12 – 05/22/12	6:00-10:00 pm	60 hrs	\$670	Rm 718
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HOME OPERATING SYSTEMS

In this series of courses, students will install, administer, configure and troubleshoot various operating systems used in the personal and home environment. Topics include installation, administering resources, hardware devices and drivers, monitoring performance and reliability, and configuring the desktop. Operating systems covered: Windows XP, Windows 7, and Linux Ubuntu.

T/TH	08/07/12 – 10/09/12	6:00-10:00 pm	70 hrs	\$820	
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Rm 718

HELPDESK CONCEPTS

Helpdesk is an essential part of every organization. In this course you will learn how helpdesks are structured and what kind of support they provide. You will discover the problem-solving process used to tackle challenging computer problems as well as the tools and technologies that are required to determine the causes of problems. Finally, you will learn how to manage stress and thrive in the fast paced, exciting world of the modern helpdesk.

T	10/16/12 – 11/27/12	6:00-10:00 pm	20 hrs	\$270	Rm 718
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SURFIN' SENIORS/Intro to PC's and Internet (Over 60)

W	04/04/12-08/22/12	6:00-9:00 pm	24 hrs	\$275	Rm 718
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FOR A SAMPLE LISTING OF INDIVIDUAL ONLINE COURSES, PLEASE REFER TO PAGES 18-19.

Online Courses

ONLINE ADMINISTRATIVE ASSISTANT PROGRAM

The role of the office professional has greatly evolved. Secretaries and administrative assistants are now responsible for duties once reserved for managerial and professional staff. They serve as information and communication managers for an office; plan and schedule travel, meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; train and orient new staff; create presentations and spreadsheets.

This program is not Pell eligible. For detailed information on this program, visit www.apollocareercenter.com or contact Craig Hart 419-998-2990 craig.hart@apollocc.org

All courses will be taken in order and verified complete before continuing to the next set of courses. A certificate of completion for each course will be provided. A Passport with Certificate of Completion of the Administrative Assistant program will be issued upon completion of the entire program.

Approximately 12 mos.	03/10/12 – 03/08/13 05/12/12 – 05/10/13 07/07/12 – 07/05/13	617 hrs	\$4,100
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LOG ONTO <http://acc.augusoft.net>

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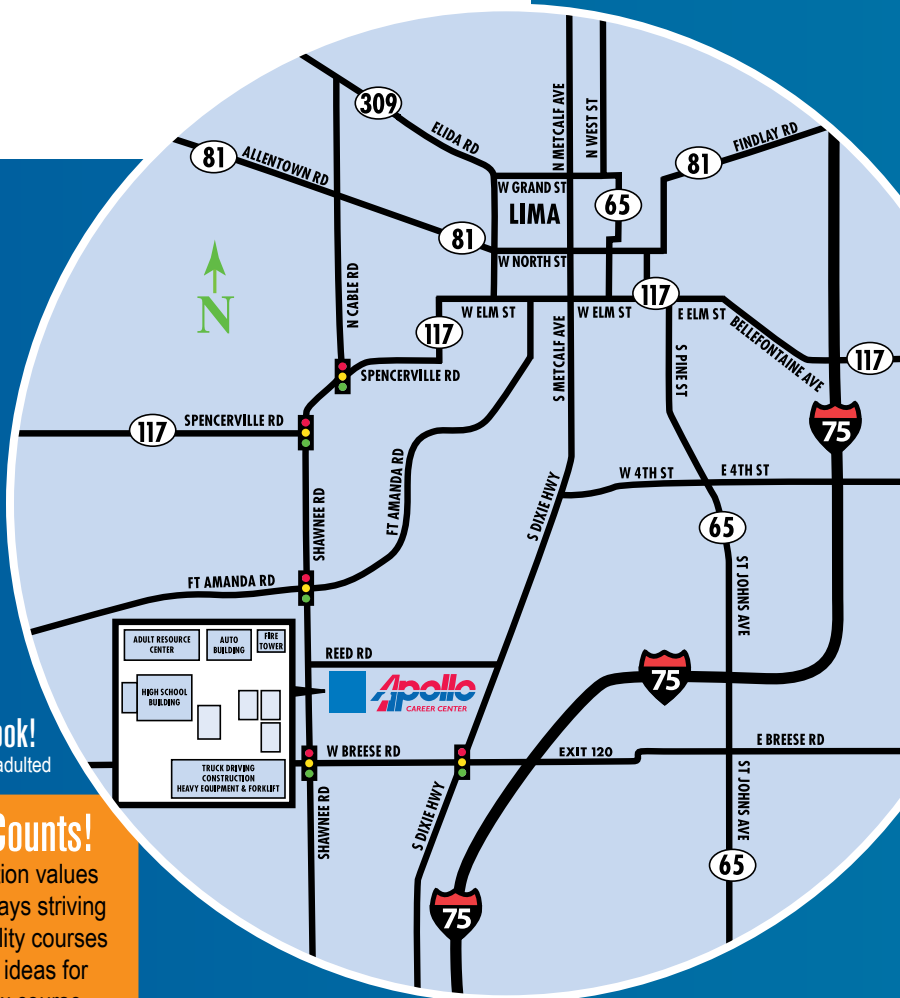


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