



Putting the
pieces
together!



COURSE CATALOG
2015 - 2016

FULL-TIME | PART-TIME | GED/ESOL | GENERAL INFORMATION



VISION STATEMENT

Focus on being the best hands-on training /educational organization within our service area.

OUR MISSION:

Penta Career Center is a high-performing school that provides:

- ▶ Options and opportunities
- ▶ Real-world learning
- ▶ Partnership with business and industry
- ▶ Productive citizens

OUR COMMITMENT:

The staff at Penta is committed to:

- ▶ Achieving excellence
- ▶ Delivering results
- ▶ Responding to our communities
- ▶ Creating an environment for success

ADULT EDUCATION MISSION STATEMENT

To provide students with life-long learning directed toward their economic growth and personal enrichment in a rapidly changing world.



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Penta Career Center hereby gives notice that it does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, disability/handicap, citizenship status, or veteran status in its educational programs, activities, employment policies, or admission policies and practices, as required by law, Penta has a section 504, Title VI and Title IX Coordinator.

Welcome

Remarkable opportunities are waiting for you at Penta, from hands-on training that gives you a quick return on your investment to patient instructors who work alongside you in fully equipped medical, computer and trade labs.

Schedule a tour. Talk with an advisor. Explore your career options. We'll work with you every step of the way, from assessing your talents and exploring programs to helping you with financial aid and matching you with job leads.

You'll find that we take a whole new approach to learning, with education that is engaging, accessible and relevant to the needs of both students and employers.

It all happens at the impressive campus that opened in 2008. Rich in tradition and experienced in career-track training, Penta celebrates 50 years as the first multi-county vocational school in Ohio.

We're a few minutes off I-75, with ample parking that makes it easy for you to get to class, learn and get home. In addition to being fully accredited by the Ohio Board of Regents and the North Central Association of Colleges and Schools, our programs carry individual certifications that are recognized and respected among top employers in the region.

No matter where you are in your education, we'll help you put the pieces of the puzzle together and move on to the future you've always wanted.



STAFF

Ronald W. Matter
Superintendent

Rhonda Hogrefe
Adult Education Supervisor

Debra Morris
ABLE Program Coordinator

Kandace York
Planning Grant Coordinator

Rex Maze
Academic Advisor
Evening Coordinator

Alex Drozdowicz
Welding Instructor
Contract Training Coordinator

Linda Romstadt
Adult Education Secretary

Jennifer White
Adult Education Secretary



▲ You'll work right next to instructors who combine real-time industry knowledge with coaching that helps you master the skills you need to be successful.



▲ Our fully equipped medical labs and classrooms prepare you to enter the medical profession, where jobs are expected to continue growing faster than the national average for the next several years.

We'll help you ► develop solid computer fundamentals or take your existing skills right to the top of your profession.





◀ Full-time and part-time options mean that you choose what works best for your busy life (we're just 10 minutes from downtown Toledo).

Many of our students graduate with job offers already ▶ in hand. We work with local employers to find great job opportunities and help you get the job you want.



Financial aid is available for many programs, with new opportunities emerging all the time. Talk with us about your goals, and we'll help you reach them.

Penta Career Center was established in 1965 and was the first multi-county vocational school in Ohio. Penta serves the training needs of adults in the entire region through its Adult Education Center which offers full- and part-time programs. In November, 2003, Penta passed a 1-mill permanent improvement levy to construct, equip and maintain a new facility. This new state-of-the-art facility contains 125 classrooms and labs which were opened to students on Sept. 2, 2008.

Automotive Body Repair

Jump-start your career as an auto body and collision repair technician. You'll learn welding for auto body, panel repair, plastic and fiber glass repair, and exterior/interior trim repair, plus CPR and resume skills. You'll also prepare to take the ASE Painting and Refinishing test (B2) along with the Refrigerant Recovery and Recycling certification test. The course includes forklift and S/P2® training as well.

As a student, you'll receive a basic auto body repair tool kit, which becomes your personal property when you successfully complete the course.

YOU NEED TO KNOW:

WorkKeys pre-entrance assessment is required; see page 23.

PELL funding is available to students who qualify; see page 23.



The National Institute for Automotive Service Excellence, or ASE, tests and certifies automotive professionals nationwide.

Learn more at pentacareercenter.org, Adult Ed or call us at 419.661.6555



From the Bureau of Labor Statistics

PAY: In May, 2012, the median annual wage for automotive body and related repairers was \$38,380. The median annual wage for automotive glass installers and repairers was \$32,650.

JOBS: Employment of automotive body and glass repairers is projected to grow 13% by 2022, about as fast as the average for all occupations. Job opportunities should be very good for jobseekers with industry certification and formal training in automotive body repair and refinishing and in collision repair.

Automotive Mechanic Technician

Do you need a greater knowledge of automotive mechanical principles to turn your interest into a career? This course provides you with the knowledge to enter the automotive mechanic/technician profession. You'll prepare for and take two ASE tests: Brakes and Steering/Suspension, plus Refrigerant Recovery and Recycling. The course includes forklift, CPR and S/P2® training as well.

As a student, you'll receive a basic auto technology repair tool kit, which becomes your personal property when you successfully complete the course.

08/24/15-06/08/16 | 5-10pm

735 hours | \$6,080



The National Institute for Automotive Service Excellence, or ASE, tests and certifies automotive professionals nationwide.

Learn more at pentacareercenter.org, Adult Ed or call us at 419.661.6555



From the Bureau of Labor Statistics

PAY: In May, 2012, the median annual wage for automotive service technicians and mechanics was \$36,610.

JOBS: Employment of automotive service technicians and mechanics is projected to grow 9% by 2022, about as fast as the average for all occupations. Job opportunities for qualified jobseekers should be very good.



FULL-TIME PROGRAMS

YOU NEED TO KNOW:

WorkKeys pre-entrance assessment is required; see page 23.

PELL funding is available to students who qualify; see page 23.

FULL-TIME PROGRAMS

Builder, Contractor & Remodeler Technologies

This is a great time to join the building profession; the economy has turned around and construction of homes and business is booming. We'll teach you everything from masonry, rough and finish carpentry, windows and doors to plumbing, heating/insulation, drywall and countertops, electrical, decking and resume skills. Additionally, this course includes forklift, CPR and OSHA 10-hour training.

As a student, you'll receive a basic builder, contractor and remodeler tool kit, which becomes your personal property when you successfully complete the course. As part of the course, you may need to meet at construction locations for hands-on experience in the field. These sites are typically within a 20-mile radius of Penta Career Center.

08/24/15-06/08/16 | 4-10pm

892 hours | \$7,136



This course includes
OSHA 10-hour training.

Learn more at pentacareercenter.org, Adult Ed or call us at 419.661.6555



From the Bureau of Labor Statistics

PAY: In May, 2012, the median annual wage for construction laborers and helpers was \$29,160.

JOBS: Employment of construction laborers and helpers is projected to grow 25% by 2022, much faster than the average for all occupations. Laborers and helpers work in all fields of construction, and demand for these workers mirrors the level of overall construction activity.



Heating, Air Conditioning & Refrigeration Mechanic & Repair

Jobs for HVAC mechanics are heating up. Get the knowledge you need to for entry-level positions in this profession. You'll learn about sheet metal, gas and electric furnaces, high-efficiency gas boilers, geothermal applications and more. Additionally, you'll prepare for and take the EPA Core Type 1, 2, 3 Refrigerant Certification exam, and you'll learn forklift, CPR and resume skills.

As a student, you'll receive basic HVAC technician equipment, which becomes your personal property when you successfully complete the course.

08/24/15-06/08/16 | 5-10pm

735 hours | \$6,120



This program is approved by Toledo Heating and Air Conditioning Contractors Association (THACCA). After you complete your full training, you may credit 576 hours toward an apprenticeship program.

Learn more at pentacareercenter.org, Adult Ed or call us at 419.661.6555



From the Bureau of Labor Statistics

PAY: In May, 2012, the median annual wage for HVAC/R mechanics and installers was \$43,640.

JOBS: Employment of HVAC/R mechanics and installers is projected to grow 21% by 2022, faster than the average for all occupations. Candidates familiar with computers and electronics, and those with good troubleshooting skills, have the best job opportunities as employers continue struggling to find qualified technicians to work on complex new systems.

FULL-TIME PROGRAMS

YOU NEED TO KNOW:

WorkKeys pre-entrance assessment is required; see page 23.

PELL funding is available to students who qualify; see page 23.

Machinist/Machine Technologist

Have a mechanical aptitude and want a career with job security? Here's your chance to get solid hands-on training to become a machinist and CNC technician. You'll learn about everything from measurement, materials/safety and mathematics to drill press and surface grinding, CNC, job-seeking skills and much more. You'll also learn forklift, CPR and resume skills.

As a student, you'll receive basic equipment, which becomes your personal property when you successfully complete the course.

08/24/15-06/08/16 | 5:30-9:30pm

600 hours | \$4,800

YOU NEED TO KNOW:

WorkKeys pre-entrance assessment is required; see page 23.

PELL funding is available to students who qualify; see page 23.

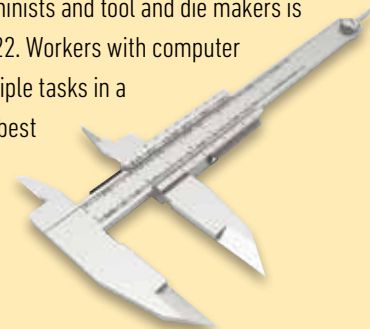
Learn more at pentacareercenter.org, Adult Ed or call us at 419.661.6555



From the Bureau of Labor Statistics

PAY: In May, 2012, the median hourly wage for machinists was \$18.99, while the median hourly wage for tool and die makers was \$22.60.

JOB: Employment of machinists and tool and die makers is projected to grow 7% by 2022. Workers with computer skills who can perform multiple tasks in a machine shop will have the best job opportunities.



Welder/Welder Technologist

If you like working with metal, consider a career in Fabrication and Welding Technology. You'll work with your hands to make or repair products used in industry and everyday life. If it's made of metal, a welder/fabricator probably made it. Our competency-based Welding and Fabrication program gives you the training you need to use safe and correct procedures in thermo-cutting, SMAW, GTAW, GMAW and pipe welding. You'll learn to weld and fabricate brass, mild/stainless steel and aluminum, along with gaining forklift, CPR and resume skills. Successful completion of this course prepares you to enter trade and industry applications including construction, aerospace, automotive and more.

As a student, you'll receive a basic welding tool kit, including helmet, goggles, jacket and gloves, for your use during the course; this becomes your personal property when you successfully complete the course. You'll also get a maximum of 10 practice coupons and 4 test coupons.

08/24/15-06/08/16 | 5-10pm

735 hours | \$6,120



Your successful completion earns you a 3G-4G Combination certification from the American Welding Society. To complete and receive the 6G Pipe Welding certification, you must have 85% attendance and satisfactory academic standing.

Learn more at pentacareercenter.org, Adult Ed or call us at 419.661.6555



From the Bureau of Labor Statistics

PAY: In May, 2012, the median annual wage for welders, cutters, solderers and brazers was \$36,300.

JOBS: Employment of welders, cutters, solderers and brazers is expected to grow 6% by 2022. Skilled welders with up-to-date training should have good job opportunities.



FULL-TIME PROGRAMS

YOU NEED TO KNOW:

WorkKeys pre-entrance assessment is required; see page 23.

PELL funding is available to students who qualify; see page 23.

Builder, Contractor & Remodeler Technology Series

Call us at 419.661.6555 for registration information.



Masonry

Learn the proper method to set up brick and block course, masonry structures and fireplaces.

44 hours | \$439

Carpentry I

Learn floor and wall framing, along with basic residential construction techniques, through hands-on projects.

64 hours | \$639

Carpentry II

Expand on the skills you learned in the first course during this introduction to more complex carpentry projects.

64 hours | \$639

Roofing

Become familiar with roofing projects that feature plywood, asphalt, wood shingles and flashing materials.

44 hours | \$439

Windows, Doors & Siding

Learn how to measure and install new and replacement windows, doors and siding.

44 hours | \$439

Plumbing

Learn about the tools, materials and methods used in the plumbing profession, from fitting different materials and sweat-soldering to plumber diagrams and different types of water delivery.

40 hours | \$399

Heating & Insulation

Learn basic operation and maintenance of residential heating, including furnace, ductwork, flue and cold-air returns.

16 hours | \$159

Electricity

Learn how to utilize “bread boards” to create circuits using 120 and 24 single-phase power, along with low-voltage electrical wiring and full-size mock-ups for circuit wiring using switches, receptacles and lighting.

40 hours | \$399

Drywall & Countertops

Learn how to construct and install countertops, along with basic applications of drywall that include preparation, texture, finishing techniques and repair.

48 hours | \$479

Trim Carpentry

Develop the skills you need for finished carpentry projects.

48 hours | \$479

Wall & Floor Covering

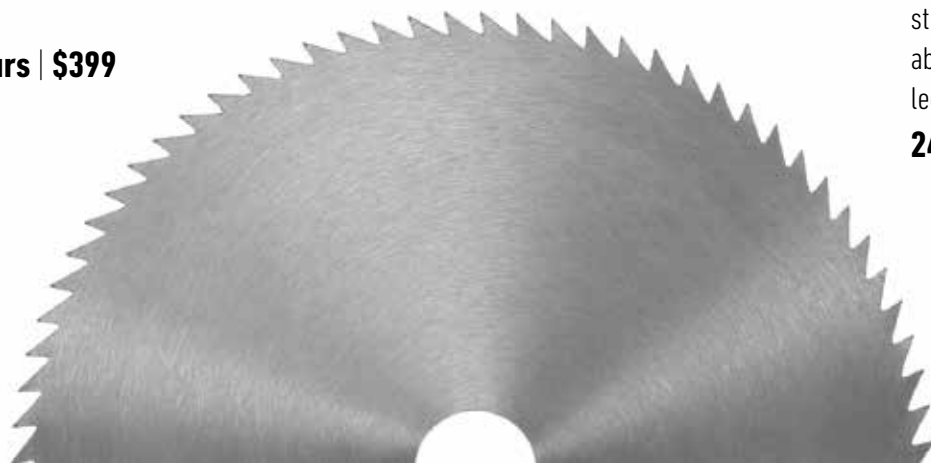
Learn how to install ceramic tiles (layout pattern, grout, wall/floor, stain removal), vinyl floor coverings (underlayment, nail pattern, subfloor installations) and hardwood floors (tongue & groove, subfloor over concrete, repairing floor squeaks and damaged floors).

32 hours | \$319

Decks

Work on building drawings, deck size, stairways, benches and tables as you learn about types of lumber, support systems, ledgers and deck patterns.

24 hours | \$239



Machine Trades (open to Machine Trades apprentices)

Call us at 419.661.6555 for registration information.



CNC Programmer Training

The need for broadly trained CNC Technicians and Machinists is expected to rise as older professionals retire. According to the Bureau of Labor Statistics, in May, 2013, the median annual wage for CNC programmers was \$45,570, with employment projected to grow 7% by 2022. In this course, you'll learn how to program and use the tools needed for this growing profession. To enroll, you'll need at least 2 years of proven machining experience or education, and you'll need to pass pre-admission testing standards.

Also see our full-time machinist/machine technologist course on page 9.

120 hours | \$2,399



Lathe Operations

- I.** Learn basic operations of a manual lathe, along with machine shop safety and basic blueprint reading.

24 hours | \$239

- II.** Build upon the skills learned in Lathe Operations I

24 hours | \$239

- III.** Continue to build your skills through demonstrations and hands-on experiences, along with advanced machine shop safety and blueprint reading.

24 hours | \$239

- IV.** Build upon the skills learned in Lathe Operations III.

24 hours | \$239

Vertical Mill Operations

- I.** Learn basic operations of a manual vertical mill, and start learning how to manufacture a part to a basic blueprint specification.

16 hours | \$159

- II.** Build upon the skills learned in Vertical Mill Operations I (a prerequisite for this course).

16 hours | \$159

- III.** Continue to build your skills through demonstrations and hands-on experiences. Prerequisites: Vertical Mill Operations I and II.

16 hours | \$159



- IV.** Build on the skills you've learned.
Prerequisites: Vertical Mill Operations I, II and III.

16 hours | \$159

Precision Measurement

Develop the skills you need to accurately operate measurement devices like micrometers, calipers and height gauges. The emphasis of this course is on proper instrument handling and reading.

16 hours | \$159



Welding Programs

Call us at 419.661.6555 for registration information.

I. Introduction to Welding Processes

Learn how to torch cut with both oxy-acetylene and plasma, and to braze proficiently. You'll also be introduced to SMAW and GMAW processes, including the science behind basic metal work. No prerequisite.

MON/WED | 08/31-10/07/15 | 5-10pm
60 hours | \$599 plus \$99 supply fee

II. Applied Welding Blueprint Reading

Gain hands-on experience with standard welding jobs from start to finish. You'll learn to read a blueprint and perform the weldment indicated on the blueprint, as well as basic fabrication. Prerequisite: Welding I or previous welding experience

MON/WED | 10/12-11/11/15 | 5-9pm
40 hours | \$399 plus \$49 supply fee

III. GMAW (MIG welding)

This class provides beginning GMAW welders with more advanced knowledge in the theory, proper operation and setup procedures to develop the necessary skills to achieve an entry level position in the GMAW welding process. Prerequisite: Welding I or previous welding experience

MON/WED | 01/04/16-02/03/16 | 5-9pm
40 hours | \$399 plus \$49 supply fee

IV. Flat + Horizontal SMAW (Stick welding)

This class provides beginning SMAW welders with more advanced knowledge in the theory, proper operation and setup procedures to develop the skills needed for an entry-level position. Prerequisite: Welding I or previous welding experience

MON/WED | 02/08/16-03/09/16 | 5-9pm
40 hours | \$399 plus \$49 supply fee



Learn more at pentacareercenter.org, Adult Ed or call us at 419.661.6555

V. Vertical + Overhead SMAW (Stick welding)

This class provides beginning SMAW welders with more advanced knowledge in the theory, proper operation and setup procedures in the vertical and overhead positions to develop the skills needed to achieve an entry-level position. Prerequisite: Welding I or previous welding experience

MON/WED | 03/14/16-04/13/16 | 5-9pm
40 hours | \$399 plus \$49 supply fee

V. GTAW (TIG welding)

This class provides beginning GTAW welders with knowledge in the theory, proper operation and setup procedures to develop the skills needed to achieve an entry level-position. Prerequisite: Welding I or previous welding experience

MON/WED | 04/18/16-05/18/16 | 5-9pm
40 hours | \$399 plus \$49 supply fee



VI. Pipe Welding

This class provides advanced SMAW welders with experience in setup and procedure for welding various diameter pipes in 1G, 2G, 5G and 6G positions, to develop the skills needed for an entry-level position in the pipe welding field. Prerequisite: Welding I or previous SMAW welding experience

MON-THU | 06/15/16-07/17/16 | 5-10pm
100 hours | \$999 plus \$199 supply fee

VII. Certification Class - Pipe and Plate Certifications

This course offers advanced welders lab time with a Certified Welding Inspector (CWI) qualified to issue state certifications. Materials and equipment are provided, and you may earn as many certifications as you can complete within the allotted time. Processes include SMAW, GMAW and GTAW; you may choose which certifications you test for, tailoring class time to your career goals. Prerequisite: Welding I or advanced welding experience

TUE & THU | 01/20/16-01/29/16 | 5-10pm
20 hours | \$199 plus a \$25 supply fee

PART-TIME PROGRAMS

INTERESTED IN AN ONLINE OSHA CLASS?

We offer classes for 10-Hour General Industry Training, Construction Industry Training and General Industry Training for Agriculture. Each class costs \$30; call us for more information.

Call us at 419.661.6555 for registration information.

Marine Skills Mechanic

Launch your career as a Marine Skills Mechanic in fewer than 6 months. These professional perform preventive maintenance, troubleshoot and repair mechanical, electrical and instrumentation of motor systems. Your training also covers techniques of boat handling, safety, and skills for water transportation and marine engine repair, all on-site in Oak Harbor using state-of-the-art equipment.

This course is presented by WSOS CAC Inc. in partnership with Penta Career Center. For more information, contact George Dupey and 419.334.3332 or Penta Adult Education at 419.661.6555.

**11/2/15 – 3/11/16 | 5:30–9:30 p.m.
256 hours | \$2,800**



Forklift Training

After completing this half-day program, in accordance with OSAH Reg. 1910.178(1), you'll receive an Operator's Permit which is good for three years. New classes start each month; call 419.661.6555 to learn more.

4 hours | \$150 (save \$25 by paying in advance)

Employers, we can also train your staff at your location using your equipment; call us at 419.661.6555.

EPA Test for HVAC/R

1 day | \$149

Call to schedule your test. Penta Career Center is an authorized provider of the EPA Refrigerant Transition and Recovery Certification Test under the direction of Pennsylvania College of Technology, Penn State University.

OSHA 10-Hour General Industry

10 hours | \$149, including book and materials

This course is offered on demand; call to schedule.

Coming soon

Commercial Driver's License (CDL)

Looking for a career in the transportation industry? We're partnering with Northwest State Community College to offer a short term CDL program. Ohio needs more truck drivers, and this is your chance to earn a CDL so you can become a short haul or over-the-road driver.

Classes start soon. Call us at 419.661.6555 to learn more.

RAMTEC

In summer 2015, we're opening northwest Ohio's only training facility for RAMTEC (Robotics and Advanced Manufacturing Technology Education). This \$1.5 million state-of-the-art facility prepares you to enter high-paying, in-demand jobs in advanced manufacturing and engineering, with industry certifications for industrial maintenance, robotics, machining (CNC) and robotics welding.

Learn more at pentacareercenter.org, Adult Ed or call us at 419.661.6555

Call us at 419.661.6555 for registration information.

Clinical Medical Assistant

Become a medical assistant, performing patient clinical skills in medical offices! Through 140 lecture/lab hours, followed by 160 hours of a clinical externship, you'll learn how to administer medications, help with minor surgery, perform an electrocardiogram, obtain lab specimens for testing, educate patients and maintain clinical equipment. The focus is preparing you for the National Healthcare Association (NHA) Certified Clinical Medical Assistant (CCMA) national exam.

According to the Bureau of Labor Statistics' Occupational Outlook Handbook, medical assistant jobs are expected to grow 35% by 2016, much faster than the average.

**140 classroom hours, 160 clinical externship hours
\$2,599**

Summer 2015

**TUE/THU 06/09-08/22/15
& SAT 6/13, 6/20, 6/27, 7/11,
7/18, 7/25, 8/1, 8/8, 8/15, 8/22
9am - 12:30pm
No class 7/4, 8/18 or 8/20**

Fall 2015

**TUE/THU 10/06/15 - 01/26/16
& SAT 10/17, 10/31, 11/14,
12/5, 1/23/16
6 - 9:30pm**

Spring 2016

**TUE/THU 03/01 - 06/04/16
& SAT 3/12, 4/2, 4/16, 4/30,
5/21, 6/4
6 - 9:30pm**

Dental Assisting

Prepare to enter one of the health care profession's fastest-growing positions. You'll learn about pre-clinical dental assisting and gain the skills needed to be an assistant in a dental practice. If you're thinking about becoming a

dental hygienist in the future, this course is an ideal place to start.

Key administrative topics include the history of dentistry and dental assisting, legal aspects and general policies and guidelines. Highlights of the in-depth clinical segments include oral anatomy; dental equipment, operation and maintenance; proper patient positioning; dental anesthesia; and sterilization.

60 hours | \$1,199

Summer 2015

**TUE/THU 06/15 - 8/10/15
9am - 12:30pm**

Fall 2015

**TUE/THU 10/12 - 12/09/15
6 - 9:30pm
No class 11/26**



Spring 2016

**TUE/THU 03/14 - 05/09/16
6 - 9:30pm**

Health Care Programs

Call us at 419.661.6555 for registration information.

Pharmacy Technician

Start a career track that qualifies you for entry-level positions in retail pharmacies, hospitals, clinics and extended care facilities. This instructor-led program helps you gain skills and knowledge in common drugs and their uses, drug regulation/control, basic biopharmaceutics and much more. Once you successfully complete this course, you will be given a voucher to take the CPHT Certified Technician exam.

The Bureau of Labor Statistics projects that pharmacy technician positions will grow 20% by 2022, faster than the average for other occupations. The median annual wage is \$29,320.



50 hours | \$1,199

Summer 2015

TUE/THU 06/23 - 8/11/15
9am - 12:30pm

Fall 2015

TUE/THU 10/20 - 12/10/15
6 - 9:30pm
No class 11/26

Spring 2016

TUE/THU 03/22 - 05/10/16
6 - 9:30pm



State Certified Nurse's Aide (STNA)

Nurse's aides provide basic care for patients, including cleaning and bathing; transferring patients between beds and chairs; measuring vital signs like blood pressure and temperature; and serving meals and helping patients eat. As America's population keeps aging, long-term and in-home care maintains a demand for nursing assistants.

According to the Bureau of Labor Statistics, jobs for nursing assistants/orderlies are expected to grow 21% by 2022, faster than the average. In May, 2012, the median annual wage for nursing assistants was \$24,420.

Visit pentacareercenter.org and click Adult Ed for instructions on pre-registration requirements, enrollment, financial aid opportunities and scheduled course dates.

Classes start every 2 months

77.5 hours | \$395, not including \$100 state testing fee

Looking for more?

We offer more classes on demand; if you have a group of 3 or more, we'll schedule a class just for you. Call us at 419.661.6555.

- **SERVSAFE certification**
- **SERVSAFE food handler**
- **Basic Life Support for Healthcare Providers**
- **CPR for Family & Friends**
- **Heartsaver AED CPR**
- **Heartsaver CPR**

Online Health Care Courses

Working with Health Ed Today, Penta offers you a convenient way to get the education you need, right from your own home. These interactive courses feature engaging labs, student exercises and course videos, along with career resources, 24-hour instructor support and course mentors. Ask about state or national certification and clinical externship opportunities, too!

Your course is available any time, anywhere

Pharmacy Technician	\$1,299
Clinical Medical Assistant	\$2,499
Dental Assisting	\$1,299
Medical Billing & Coding	\$1,399
Medical Coding ICD-10	\$999
EKG Technician	\$1,299
Electronic Health Records Management	\$1,299
Phlebotomy Technician	\$1,299
Medical Administrative Assistant	\$1,299
Dialysis Technician	\$1,299
Medical Terminology	\$499
ECG/EKG Course for Nurses	\$699

Visit healthedtoday.com/pentacc for a free course demo to learn more about these programs.

Learn more at pentacareercenter.org, Adult Ed or call us at 419.661.6555

Highlighted courses include

Medical Billing & Coding | \$1,399

Get the skills you need to perform complex coding and billing procedures. In this interactive course, you'll gain an overview about basic claims processes for insurance reimbursements, along with specialty fields like surgery, radiology and laboratory.

Electronic Health Records Management | \$1,299

Accurate, secure patient records are a critical part of any medical office. Learn about the implementation and management of electronic health information, using common electronic data interchange systems.

ECG/EKG Course for Nurses | \$699

This course is a valuable resource to learn the fundamentals of reading and interpreting ECGs. Topics include cardiac anatomy and physiology; electrical basis of ECGs; sinus dysrhythmias; and much more.

Phlebotomy Technician Program | \$1,299

Prepare to safely collect blood specimens from clients for laboratory analysis. You'll learn terminology, blood collection procedures, order of draw and more.



Online Courses

For just \$99, you can gain valuable skills that range from anatomy to web design – all at your fingertips!

You'll get a caring instructor, lively discussions and plenty of practical information that you can start using right away. Each course runs for six weeks and includes lessons, quizzes, hands-on assignments, discussion areas and more. Complete them right from your home or office, at any time of the day or night.



Getting started is easy:

1. Visit **ed2go.com/pentaace**.
2. Click the Courses link, choose the class you want and hit the Enroll Now button, then follow the instructions to enroll and pay for your course. You'll choose a username and password that gives you access to the online classroom.
3. When your course starts, return to **ed2go.com/pentaace** and click the Classroom link. Then just log in to your online classroom with the username and password you chose.

You'll need internet access, secure private e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, and the latest Adobe Flash and PDF plug-ins.

Popular ed2Go courses include:

- Accounting Fundamentals
- Introduction to Microsoft Excel
- Introduction to SQL
- A to Z Grantwriting
- Grammar Refresher



Visit ed2go.com/pentaace to learn more.

Learn more at pentacareercenter.org, Adult Ed or call us at 419.661.6555

Adult Basic Literacy Education

Free classes for:

- ▶ ABLE (Adult Basic Literacy Education)
- ▶ GED Prep / ESOL classes
- ▶ CHESS class (Career Help en"ABLE"ing Student Success)



Penta's Adult Basic Literacy Education program is a student-centered learning opportunity for adults who want to improve their quality of life. These classes provide an opportunity to improve reading, writing and math skills, while preparing students to take the official GED test.

We offer these classes at 35+ locations across Lucas, Putnam, Williams and Wood Counties. Our partners include Sylvania City Schools, Northwest Community Corrections, Putnam County Educational Service Center, Friendship New Vision, Educational Service Center of Lake Erie West and Corrections Commission of Northwest Ohio, helping us to provide these services.

Classes are offered two days a week, four hours each session. For days, time and locations, visit pentacareercenter.org/GEDLocations.aspx. **Registration is required and orientation is mandatory. Call 419.661.6184 to register.**

GED Testing Requirements

Visit **myged.com** to select and schedule your test. Subjects are math, science, social studies and reasoning through language arts. Penta Career Center offers enrolled students an opportunity to take a practice test at no charge.

ESOL – English Speakers of Other Languages

- Improve your English reading, writing, listening and speaking skills with these free classes.
- When you complete the course, you may take the Citizenship or TOEFL test.

Call Sylvania City Schools at 419.824.8539 to register or get class locations.

Getting Started

Accreditation

Penta Adult Education is fully accredited by the Ohio Board of Regents and the North Central Association of Colleges and Schools. At the time this catalog went to press, Penta Career Center was a candidate for accreditation by the Commission of the Council on Occupational Education. Individual programs offer additional accreditations and affiliations.

Admission policy

It is the policy of the Penta Career Center that educational activities, employment practices, programs and services are offered without regard to race, color, national origin, gender, religion, disability or age.

Admission requirements

To enroll in a full-time career and technical training programs, you need a high school diploma or equivalent and a valid picture ID. You also need to meet testing benchmarks on the ACT WorkKeys Assessment (see next column). Some programs may have additional requirements due to external certifications.

If you do not have a high school diploma or GED test certificate, you are encouraged to enroll in one of Penta Career Center's ABLE/GED classes. Penta provides the opportunity for all students lacking a high school diploma to successfully complete a GED before admission into full-time Penta programs.

Once you have attained your GED test certification, you are encouraged to re-apply in full-time programs.

Note: You may take some programs without a high school diploma/GED. Contact us for an individual assessment.

Learn more at pentacareercenter.org, Adult Ed or call us at 419.661.6555

Pre-entrance assessment

Penta Career Center requires students to complete a pre-entrance WorkKeys exam for full- and part-time programs, along with selected other programs. This exam helps determine your strengths and aptitudes. A \$30 fee is required, though some funding programs may cover this cost.

Communities nationwide use WorkKeys to demonstrate to employers that applicants have the skills for today's jobs. Scores range from bronze to platinum, with a National Career Readiness certificate awarded to top scores. This certificate is recognized nationwide.

Financial aid

Financial aid is available for qualified individuals, and each source has specific guidelines. We regularly research and update new financial aid opportunities; please contact us at 419.661.6181 to learn more.

Main opportunities include:

- Pell Grant: based on financial need and awarded through the U.S. Department of Education. If you are a Pell-eligible student and you enroll in another Penta career training program in another school year, you begin with a new Pell award (up to 900 hours funded for each additional program). Apply online at fafsa.ed.gov.
- Veterans' educational benefits: full-time programs are approved for eligible students. Learn more at gibill.va.gov.

- Opportunities for Ohioans with Disabilities (OOD, formerly BVR-RSC): financial assistance may be available for students with physical, mental or emotional disabilities that present a handicap to employment.
- Contact your local area Opportunities for Ohioans with Disabilities office.
- Trade Adjustment Assistance (TAA): assistance may be available if you've lost your job or had hours and wages reduced because of foreign trade. Contact your employer or local Ohio Bureau of Employment Services office.
- Workforce Investment Act (WIA): assistance may be available if you are an economically disadvantaged or dislocated worker. Contact your county's OhioMeansJobs office.

Liability and campus security

Penta Career Center is not responsible for theft of personal property or personal injuries occurring on campus.

Students are responsible for all monetary losses resulting from theft or injuries and should have their own personal insurance policies. Penta is not responsible for any losses or injuries that may occur while working on projects, cars, etc. In case of emergency, Emergency Service, 911, will be called and will take charge of the emergency situation upon their arrival.

**WAIT, THERE'S
MORE!**

The Adult Education
Student Handbook
is available online at
[pentacareercenter.org/
AdultEd_home.aspx](http://pentacareercenter.org/AdultEd_home.aspx)
(read it before you enroll).

Student receipts

You need to keep all your course-related receipts in case of refunds or exchanges.

Class cancellations

Register early to guarantee space in your program. Penta Career Center reserves the right to cancel or delay the opening of any program that has less than sufficient enrollees. All fees will be returned in full if program cancellation is required before the program starts; refunds are made within 45 days of the program's planned start date.

Certification tests, supplies and tools

When required, these are included in the course fees (unless otherwise noted) and are not refundable. Tool kits are prepackaged and become your property when you successfully complete your program.

Weather-related closings

Penta's Adult Education programs meet as scheduled unless otherwise announced; the Adult Education Supervisor and the Superintendent make these decisions by 2 p.m. and share the news with local TV channels 11, 13 and 24. Classes are automatically canceled when a Level 3 Snow Emergency is in effect in Lucas or Wood County. Instructors can set up other forms of communication about school closings; you can also sign up online for automatic text message alerts about weather or other emergencies.

Learn more at pentacareercenter.org, Adult Ed or call us at 419.661.6555



Student rights and grievance procedures

If you have a concern about your program or instructor, first discuss it with your instructor and the Evening Coordinator. If they are not able to resolve it or are part of the issue, put your concerns in writing to the Adult Education Supervisor. See the Adult Education Student Handbook at pentacareercenter.org/AdultEd_home.aspx for more info.

Dismissal

We want you to be successful and we will help you reach your educational goals. However, you could be dismissed from a program due to lack of progress, excessive absence, misconduct or failure to meet financial obligations in a timely fashion.

Withdrawals and refunds

The best way to reach your goals is to complete your training. If, however, you withdraw or are dismissed from a program, you'll receive a tuition refund (within 45 days of withdrawal/dismissal) on this basis:

Full-time programs

- Withdrawal before start of semester = 100% refund
- Withdrawal during first week of semester = 90% refund
- Withdrawal after first week of semester = no refund

No refund is issued for overpayments of \$5 or less.

If you withdraw or are dismissed from a full-time program, you must return all books, supplies and tool kits in working condition; otherwise, you'll be charged for all applicable items.

Part-time programs

- Withdrawal at least one week prior to start of program = 100% refund
- Withdrawal less than one week prior to start of program = no refund

HOURS

Monday – Thursday
8:00 a.m. – 6:30 p.m.

Friday
8:00 a.m. – 4:00 p.m.

CONTACT US

phone 419.661.6555
fax 419.661.6504

Success!

Graduation is the happiest day of the whole year for us – but for you, it's just the beginning.

Certificates/passports

When you successfully complete a program, including meeting attendance requirements, mastering appropriate skills and paying your account in full, you earn a Penta certificate. Successful completion of a full-time program earns you a Certificate of Completion: a part-time program earns a Certificate of Achievement.

When you successfully complete your full-time training program and pay your account in full, you earn a Career Passport that will include your personal resume, earned credentials, certifications and documentation of topics mastered.

Verification of attendance letters

If you enroll in a program but do not meet the requirements of completion, you will receive a letter of attendance.



2015-2016 Calendar for Adult Education

Now!	Fall Registration Starts
Monday, Aug. 24	Fall Session Starts
Monday, Sept. 7	Labor Day (No School)
Sunday, Sept. 13	"Shaping Careers for 50 Years" Celebration
Wed., Nov. 25 - Fri., Nov. 27	Thanksgiving Holiday (No School)
Friday, Dec. 18	Fall Session Ends, Winter Break Starts
Monday, Jan. 4	School Resumes, Spring Session Starts
Monday, Jan. 18	Martin Luther King Day (No School)
Monday, Feb. 15	President's Day (No School)
March, date TBD	Career Opportunity Night
Monday, May 30	Memorial Day (No School)
June, date TBD	GED Graduation Day
Wednesday, June 8	Last Day of spring session
Thursday, June 9	Adult Education Graduation Day

Oops! We proofread this catalog carefully, but rare errors do sometimes sneak into print. This catalog is not a contract, and we reserve the right to cancel or change courses as needed, though we make every effort to correct errors and notify you of any cancellations or changes.

Learn more at pentacareercenter.org, Adult Ed or call us at 419.661.6555



PENTA CAREER CENTER
9301 BUCK ROAD
PERRYSBURG OH 43551



COURSE CATALOG
2015 - 2016

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