



**FOSTORIA LEARNING CENTER**  
342 Perry Street  
Fostoria, OH 44830

## Course Catalog

*Save for Future Reference*

For more information:  
Call 419-408-5540  
or [FostoriaLearningCenter.org](http://FostoriaLearningCenter.org)

### PROFESSIONAL DEVELOPMENT

#### NEW! For 2019

The Employer's Association will be offering a series of professional development trainings at the Fostoria Learning Center. Training is open to all EA members and non-members (additional fee non-members).

*Performance Management*      *March 13*      *9a-12p*

### SMALL BUSINESS TRAININGS

#### Get Started with Email Marketing for Small Business

Email marketing helps you connect directly with your customers to increase your sales and promote your business and is still seen as the #1 marketing tool for small business.

*January 22*      *8:30a-12:30p*      *\$55*

#### Social Media Marketing for Small Business

Learn how to create a social media marketing plan utilizing the main social media platforms during this one-day Social Media Marketing Workshop.

*February 19*      *9a-3p*      *\$95*

### NON-PROFIT TRAININGS

These trainings are designed to assist local area 501(c)(3) registered non-profits in the areas of marketing, governance, fundraising, finances, and grant-writing.

*Setting up a Non-Profit 501(c)(3)*      *February 13*      *9a-11a*  
*Board Development*      *March 13*      *9a-11a*  
*Compiling a Budget*      *April 10*      *9a-12p*

*\$25 per person or \$40 for 2 (same non-profit)*

## GENERAL INFORMATION

**TO REGISTER:** As the FLC partners with various educational institutions to deliver programs, registration will be direct with the program provider.

**REGISTER EARLY:** To ensure minimum numbers are met for each course, it is recommended that you register for class as early as possible.

**CLASS LOCATION:** All classes described in this catalog take place at the Fostoria Learning Center, 342 Perry Street, Fostoria, OH 44830.

**CANCELLATION POLICY:** We don't like to cancel classes, but the education provider reserves the right to cancel a class if minimum registrations are not met. All classes are cancelled 72 hours in advance if minimum enrollment is not met. You will be notified if your class is cancelled, so be sure to register early to ensure your class runs.

**METHODS OF PAYMENT:** Please check with the institution who is providing the program to see what methods of payment they accept. Each provider will have their own payment preferences.

**REFUND POLICY:** Please check with the institution who is providing the program to see what their refund policy is. Each provider will have their own refund policy.

**CONTACT:** Phone the Fostoria Learning Center directly at **419-408-5540**, email [admin@fostorialearningcenter.org](mailto:admin@fostorialearningcenter.org) or visit the campus at **342 Perry Street, Fostoria, OH 44830**.



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# Classes Now Enrolling!

## Train for a New Career in a High-Demand Field



Medical – Construction – Manufacturing – Welding – Computers

# Winter 2019: January-March

Register today! Sign up early to save your seat in class.



### ADULT EDUCATION CLASSES

For individuals who wish to sharpen their Math, English and/or Reading skills for earning their High School Diploma, college placement tests, or workforce tests. Classes run year-round with new orientation sessions scheduled monthly (advance registration required for orientation).

Mon & Weds	9a-Noon	Free
Tues & Thurs	5p-7:30p	Free

### ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

For individuals who wish to learn essential skills for use in the work place and other important life skills. Additional help for students interested in receiving American Citizenship, GED, or other college entrance exam prep. Classes run year-round.

Tues & Thurs	9:30a-11:30a	Free
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### JOB SEARCH & TRAINING SUPPORT

#### Walk-in Wednesday

Get help with your resume, fine-tune your job searching skills, learn more about training programs, and discuss your options with an adviser from OhioMeansJobs-Seneca County. First Wednesday of every month. No appointment needed.

January 2	1p-3p	Free
February 6	1p-3p	Free
March 6	1p-3p	Free

### ESSENTIAL SKILLS WORKSHOPS

#### Technology Thursdays

Get some one-on-one help with setting up your computer, email account, smartphone/tablet, Facebook, or creating a simple letter or document with Microsoft Word.

2 <sup>nd</sup> & 4 <sup>th</sup> Thursday Jan-Mar	1:15p-2:15p	\$10
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#### Resume Writing Workshop

Learn the basic resume writing skills and walk away with your resume completed.

January 23	9a-10:30a	Free
February 27	3:30-5p	Free
March 27	9a-10:30a	Free

#### Online Job Application Workshop

Take your completed resume and learn tips and tricks to submit it to online job sites.

February 13	9a-10a	\$20
April 10	3:30-4:30p	\$20

### MEDICAL ASSISTING CERTIFICATE/DEGREE

The Medical Assistant works in a variety of health care settings: medical offices, clinics, and ambulatory care facilities, and duties vary between administrative and clinical skills. This program provides individuals with hands-on clinical skills, knowledge, and an understanding of the profession of Medical Assisting through classroom instruction, clinical skills, and externship. Students may earn their Associates Degree or earn a certificate.

**\*\*This class is now ENROLLING for Fall 2019\*\***

### MEDICAL LABORATORY TECHNOLOGY (MLT)

MLTs perform a wide variety of laboratory tests which aids the physician in the diagnosis and treatment of disease. Medical Laboratory Technicians provide compatible blood components for transfusion, perform chemical analysis of body fluids, classify blood cells, and identify microorganisms. They work in a variety of settings such as hospitals, clinics, industry, research, and independent laboratories.

**\*\*This class is now ENROLLING for Fall 2019\*\***

### STNA (STATE-TESTED NURSING ASSISTANT)

The STNA training prepares students to work as a skilled, trained caregiver who works in an assisting role, helping registered nurses (RNs), licensed practical nurses (LPNs) and physicians in the delivery of patient care. This 75-hour training includes 16 hours of clinical training and 59 hours of lecture and skill laboratory practice.

Jan 10 – Feb 13 (Weds & Thurs)	3:30p-9p	\$495
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### FIRST AID/CPR AED

For anyone who needs an AHA course completion card in First Aid and/or CPR AED to meet job, regulatory or other requirements. For renewing, recertification or first-time students.

February 14	9a-3p	\$115
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### SERVSAFE® CERTIFICATION

An industry standard in food safety training and provides all employees with accurate and up-to-date information on all aspects of food safety and handling. Fee includes book, certification exam, and materials. 4 x 4hr classes/2 weeks.

Starts mid-February	4:30p-8:30p	\$200
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### ADVANCED MANUFACTURING/ROBOTICS

#### MSSC CPT (Certified Production Technician)

MSSC training covers four basic manufacturing topics: Safety, Quality Practices, Manufacturing Processes & Maintenance Awareness. 4-week training/2 days p/wk.

Starts Jan 22	9a-5p	\$50
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#### Industrial Maintenance Flexible Learning Lab

Theory is done via Amatrol's eLearning Library with practical hands-on skills taken during open Lab hours. Topics include:

- Electricity, Motor Controls & Rotating Machines-Motors
- Mechanical Systems & Mechanical Fabrication
- Pneumatics – Basic & Intermediate
- Power & Control Electronics
- Mastering Programmable Controllers

Open Lab Hours	Starts Jan 2019
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### WELDING

#### SMAW & Plate Welding Certificates

Students are trained in all aspects of welding including stick, gas, metal inert gas (MIG) welding processes. Students will also be tested in accordance with the American Welding Society plate and testing procedures.

Tues	5p-9:20p	Starts Jan 15
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### CONSTRUCTION TRADES

#### Rapid Start Electrical Apprenticeship Level 1

Topics covered include, OSHA 10-hour, Core Curriculum, Electrical Safety, Electrical Circuits, Device Boxes, Conduit Bending, Residential Electrical Systems, and Commercial Electrical Systems.

#### Carpentry Level 1

Topics covered include OSHA 10-hour, Core Curriculum, Reading Plans and Elevations, Floor Systems, Wall, Ceiling, and Roof Framing, Introduction to Concrete Reinforcing Materials and Forms, Windows and Exterior Doors, & Basic Stair Layout.

Mon-Thurs*	5p-9p	Classes start January 14
*one evening per week; day depends on level taken		

### WORKFORCE DEVELOPMENT

#### Modern Manufacturing Fundamentals

Jumpstart workforce productivity at your company with training designed to help your employees reach benchmark levels in key skills areas: Lean principles, precision measurement, workplace safety, and print reading.

Module 1   Jan 25, Feb 1 & 8	12p-4p	\$349
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#### Peer Today Boss Tomorrow

Designed to help you make a successful transition from co-worker to manager/supervisor.

January 17	8a-12p	\$199
March 19	8a-12p	\$199

#### DDI Communicating for Leadership Success

Foundation course to help leaders communicate effectively so that they can spark action in others. Pre-requisite for all other DDI modules.

February 12	8a-12p	\$199
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### COMPUTER CLASSES

#### Excel Workshops

Our Excel trainings are designed to take you from very beginner level through to more advanced Excel topics.

Excel Basics   Jan 24 & 31	4p-6p	\$75
Excel Basics   Jan 24 & 31	6:30p-8:30p	\$75
Excel Level 1   Feb 7	9a-4:30p	\$135
Excel Level 2   Feb 21	9a-4:30p	\$135
Excel Level 3   Mar 7	9a-4:30p	\$135

#### PowerPoint Beyond

For those who know basics but want to learn more advanced topics. In this half-day session, you will learn to add SmartArt, animations and transitions, as well as edit Master slides.

PowerPoint   Mar 28	8:30a-12:30p	\$75
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Registrations close 2 business days prior to class date. Classes must have a minimum of 4 people to run.

### BWC OSHA 10-HOUR INDUSTRY

Attendance will meet an Industry Specific Safety Program (ISSP) Requirement and count as an external training for safety council attendance. Attendees receive OSHA 10hr card. Fee covers materials for class.

January 23 & 30	8:30a-3p	\$15
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Full program descriptions can be found on our website at [www.fostorialearningcenter.org/programs](http://www.fostorialearningcenter.org/programs)



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