FOSTORIA LEARNING CENTER

A Non-Profit Center for Education

342 Perry Street, Fostoria, OH 44830

Course Catalog

Save for Future Reference

For more information:
Call 419-408-5540
or FostoriaLearningCenter.org

Classes Now Enrolling!

Train for a New Career in a High-Demand Field

Medical – Construction – Manufacturing – Welding – Computers

Spring/Summer 2019: April – August

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*

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.

April 11	*1:15p-2:15p*	*$10*
May 9	*1:15p-2:15p*	*$10*
May 23	*1:15p-2:15p*	*$10*

Resume Writing Workshop

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

Apr 24	*3:30p-5p*	*Free*
May 22	*9a-10:30a*	*Free*
Jun 26	*3:30p-5p*	*Free*
Jul 24	*9a-10:30a*	*Free*
Aug 28	*3:30p-5p*	*Free*

Online Job Application Workshop

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

Apr 10	*3:30p-4:30p*	*$20*
Jun 12	*9a-10a*	*$20*
Aug 14	*3:30p-4:30p*	*$20*

COMMUNITY CLASSES

Summer Container Gardening

With the Ladies of Fostoria Garden Club, come out and plant up your very own summer container. Workshop includes container, dirt, and flowers, plus the expertise of the Garden Club Ladies.

May 15	*3p-5p*	*$15*

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****

PHLEBOTOMY/MEDICAL LAB ASSISTANT CERT.

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****

MEDICAL CODING

The ***Medical Coding Certificate*** prepares students with entry-level skills needed to code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval, and statistical analysis. Principles in Clinical Classifications II, Clinical Classifications III, and third-party reimbursement will be emphasized.

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

FIRST AID/CPR AED

This first aid, AED, and CPR certification course option is an excellent choice for both the community and workplace setting. 2-year certification. Meets OJFS requirements.

May 7	*9a-4p*	*$65*

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.

~~Apr 8, 10, 15 & 17~~	*4:30p-8:30p*	*$200*

CLASS FULL! *Next class: Sept 2019. Call us to pre-register.*

Full program descriptions can be found on our website at www.fostorialearningcenter.org/programs

ADVANCED MANUFACTURING/ROBOTICS

MSSC CPT (Certified Production Technician)
MSSC training covers four basic manufacturing topics: Safety, Quality Practices, Manufacturing Processes & Maintenance Awareness. 2-week training/5 days p/wk.

Jun 3-14 – M-F 9a-4p $50

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

WELDING

SMAW & Plate Welding Certificates
Students are trained in all aspects of welding including stick, gas, metal inert gas (MIG) welding processes. Students tested according to AWS standards.

8-week Summer Welding Program will run from June 17 - August 11, 2019. Days/times to be determined.

CONSTRUCTION TRADES

Electrical Apprenticeship Levels 1-4
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 & Elevations, Floor Systems, Wall, Ceiling, & Roof Framing, Intro to Concrete Reinforcing Materials & Forms, Windows & Exterior Doors, and Basic Stair Layout.

Mon-Thurs 5p-9p Classes start Aug 2019*
**one evening per week; day depends on level taken*

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.

Apr 22 & 29 8:30a-3p $15

WORKFORCE DEVELOPMENT

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.

Apr 18 8a-12p $199

The Employer's Association (EA) will be offering a series of professional development trainings. Classes open to all EA members & non-members (additional fee non-members).

Coaching to Achieve Results	*May 2*	*9a-12p*
Supervisory Skills Cert. Series	*Starts May 17*	*9a-4p*
Leading a Multi-Generational Team	*May 23*	*9a-12p*
Adv. Supervisory Skills Series	*Starts Jul 12*	*9a-4p*

COMPUTER CLASSES

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

Excel Basics | Apr 11 & 25	*4p-6p*	*$75*
Excel Basics | Apr 11 & 25	*6:30p-8:30p*	*$75*
Excel Level 1 | May 9	*9a-4:30p*	*$135*
Excel Level 2 | May 16	*9a-4:30p*	*$135*
Excel Level 3 | May 30	*9a-4:30p*	*$135*

From Google to Microsoft
Designed for those students who are transitioning from school to work or college.

Jun 6 8:30a-12:30p $75

Registrations close 2 business days prior to class date.
Classes must have a minimum of 4 people to run.

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.

Compiling a Budget	*April 10*	*9a-12p*
Marketing on a Budget	*May 8*	*9a-12p*
Basic Fundraising	*June 12*	*9a-12p*
Grant Writing	*July 10*	*9a-12p*

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

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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.

April 23	*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.

May 21	*9a-3p*	*$95*

Fostoria Chamber is a Grow with Google Partner
Small business workshops take place from Noon-1pm. Bring your own lunch, if desired. Workshops are FREE.

Get Found on Google Search & Maps	*May 8*
Reach Customers Online with Google	*June 5*
Using Data to Drive Growth	*July 10*

KIDS' SUMMER FUN

LEGO Robotics Battlebot Challenge
Join us for a morning or afternoon of LEGO Robotics fun! Build your own LEGO robot, and then have fun battling it out in the Battlebot Arena. Ages 4-14.

Jun 6	*10:30a-12:30p OR 1p-3p*	*$25*

Slime Workshop
Get your goo on with this hands-on, one hour of slime making workshop. You'll also decorate and take away your own slime container. Ages 5-12.

Jun 3	*10a OR 11:15a*	*$10*

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 or visit the campus at ***342 Perry Street, Fostoria, OH 44830***.