

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

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.

Sept 24 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.

Oct 22 9a-3p \$95

Fostoria Chamber is a Grow with Google Partner

All workshops are FREE and are held at the Fostoria Learning Center.

- Build a Local Search Presence
- Online Marketing Strategies for Retail Businesses

These workshops are run "on request" so reach out to us if you're interested and we can work with you on dates/times.

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.

Sept 16, 18, 23 & 25 4:30p-8:30p \$200

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**.



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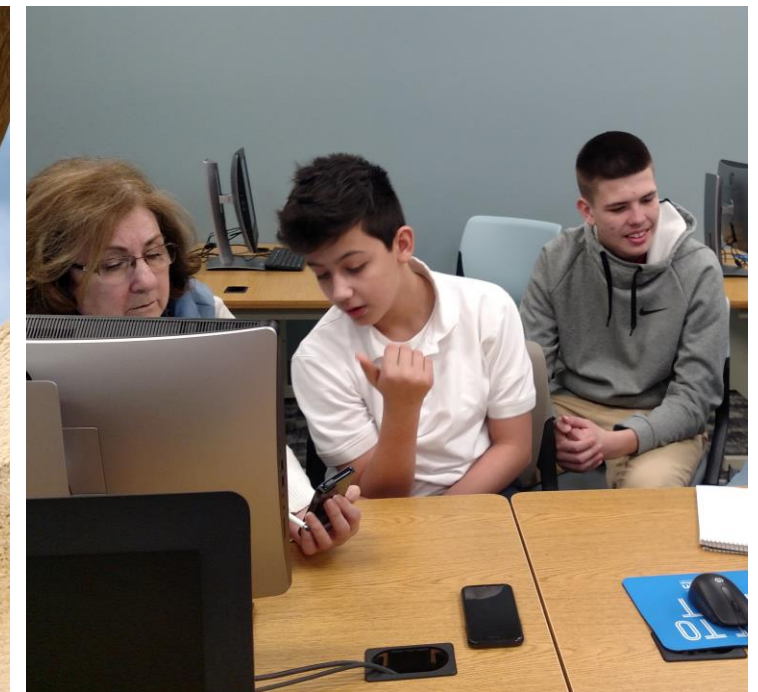
CLASSES NOW ENROLLING!

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Train for a New Career in a High-Demand Field



Medical – Carpentry – Electrical – HVAC – Welding – Technology

Fall 2019: September – December

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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ESSENTIAL SKILLS WORKSHOPS

Technology Basics

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.

September ??	1:15p-2:15p	\$10
October ??	1:15p-2:15p	\$10
November ??	1:15p-2:15p	\$10

Resume Writing Workshop

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

Sept 25	9a-10:30a	Free
Oct 23	3:30p-5p	Free
Nov 27	9a-10:30a	Free
Dec 18	3:30p-5p	Free

Online Job Application Workshop

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

Oct 9	9a-10a	\$20
Dec 11	3:30p-4:30p	\$20

GETTING AHEAD PROGRAM

Getting Ahead in a Just-Gettin'-By World is a 20-week curriculum that assists individuals living in poverty to evaluate their lives and develop and sustain the life skills necessary to survive and flourish in today's society.

The goal is for participants to develop a mental model of their past and create a new future. This new future includes financial stability, stable housing, and employment.

Starts Sept 10	10a-12p	Free
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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.



Course Offered Through: Terra State Community College

PHLEBOTOMY/MEDICAL LAB ASSISTANT CERT.

Medical Laboratory Technicians (MLTs) perform a wide variety of laboratory tests which aids the physician in the diagnosis and treatment of disease. MLTs 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.



Course Offered Through: Marion Technical College

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.



Course Offered Through: Terra State Community College

MEDIC FIRST AID & BASICPLUS

This training is a combined adult first aid, AED, and CPR certification course designed specifically for the occupational first aid provider. Meets OSHA and other State regulatory requirements. 2-year certification.



Sept 24	8a-1p	\$65
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Optional Add-on Training – Bloodborne Pathogens (1p-2p) \$10

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.



Course Offered Through: Owens Community College

CONSTRUCTION TRADES

Electrical Apprenticeship Levels 1-4

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



Carpentry Apprenticeship Level 1

Topics 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.

HVAC Apprenticeship Level 1

Topics include OSHA 10-hour, introduction to Heating & Cooling, Copper and Plastic Piping Practices, Basic Electricity, and Air Distribution Systems.

Apprenticeship Trainings Offered Through:

ABC (Associated Builders & Contractors, Inc.)

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

FOSTORIA YOUTHBUILD

The **Fostoria YouthBuild** program teaches young adults ages 18-24 construction skills, helps them earn their GED and gain workforce experience. YouthBuild includes classroom instruction, hands-on construction work, life skills training and more. Participants will have the opportunity to go out into their community, help repair or rehabilitate homes, and earn paychecks while helping their city.



Eligibility Guidelines: The program is open to young adults ages 18-24 who have not completed high school or want to earn their GED.

WORKFORCE DEVELOPMENT

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).

Record Keeping Strategies for HR	Sept 24	9a-12p
Employment Law Cert. Series	Starts Oct 1	9a-4p
Project Management Fundamentals	Oct 29	9a-4p

Introduction to PLCs – Rockwell Automation, SLC 500 & MicroLogix

24 hours (3 consecutive 8hr days)	\$789
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Introduction to Rockwell Automation ControlLogix

24 hours (3 consecutive 8hr days)	\$789
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Adv. Topics Rockwell Automation ControlLogix

16 hours (2 consecutive 8hr days)	\$549
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Motor Control Basics

24 hours (3 consecutive 8hr days)	\$789
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Variable Frequency Drive Maint. & Troubleshooting – Rockwell Automation & PowerFlex 525

16 hours (2 consecutive 8hr days)	\$549
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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 Sept 12 & 19	6:30p-8:30p	\$75
Excel Level 1 Oct 31	9a-4:30p	\$135
Excel Level 2 Nov 17	9a-4:30p	\$135

QuickBooks Level 1 (Online)

Designed for the beginner QuickBooks user. Students will need to register an account online prior to class.

Oct 10	9a-4:30p	\$135
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Google Drive & Application Suite

Learn the capabilities of document sharing through Google Drive and the basics of using Google's productivity applications Sheets, Docs and Slides.

Sept 12 & 19	4p-6p	\$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.

Sept 23 & 30	8:30a-3p	\$15
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