



DENTAL ASSISTING
ESSENTIAL OFFICE TECHNOLOGIES
PHLEBOTOMY TECHNOLOGY
WELDING TECHNOLOGY

Earn your high school diploma while gaining skills and certifications to be career ready.

Learn the skills you need to succeed in one of Ohio's in-demand job industries, at NO COST to you.

Unlike the traditional high school setting, your success isn't based on clock hours, seat time or credits earned—it's measured by your mastery of skills that will make all the difference in your future work environment.

You are eligible for these programs if you are at least 20 years of age or older and have not yet earned your high school diploma, equivalency, or GED®. ACT WorkKeys is a requirement of these programs. The three WorkKeys assessments (Applied Math; Graphic Literacy; Workplace Documents) must have a minimum score of a 3 in math with an overall score of 14 is required for Adult Diploma Program students.

DENTAL ASSISTING

In this program you will learn:

- Infection control
- Radiography
- Chair-side assisting
- Dental laboratory procedures
- Methods and materials utilized in Prevention, Diagnosis, Treatments of Periodontal and other dental diseases

Course Hours: 600

Certifications

- American Medical Technologists Registered Dental Assistant (RDA)
- Columbus Dental Society radiography certified by the Ohio State Dental Board
- Cardiopulmonary Resuscitation (CPR)
- Commission on Ohio Dental Assistant Certification (CODA)

This hands-on program will prepare you to obtain your high school diploma, sit for the certification exams, and pursue a career.

Start Date: November 8, 2021
 Monday - Thursday
 5:00 p.m.-9:45 p.m.

ESSENTIAL OFFICE TECHNOLOGIES

In this program you will learn:

- Computer and online skills including: Windows 10, Microsoft Edge, Microsoft Word, Microsoft PowerPoint, Customer Service
- Bank deposit and reconciliation

Course Hours: 150

Certifications

- Microsoft Office Specialist (MOS) MSOffice 365 2019 PowerPoint
- Microsoft Office Specialist (MOS) MSOffice 365 2019 Word
- RISE Up Customer Service and Sales

This hands-on program will prepare you to obtain your high school diploma, sit for the certification exam, and pursue a pathway to higher education.

Start Date: August 23, 2021
 Tuesday, Wednesday - 9:00-3:30 p.m.
 Thursday - 9:00-Noon

PHLEBOTOMY TECHNOLOGY

In this program you will learn:

- To accurately perform the appropriate pre-analytical processes of laboratory testing
- HIPPA, infection control, and safety standards
- Soft skills that are necessary for obtaining and maintaining gainful employment in the healthcare community
- Cardiopulmonary resuscitation (CPR) certification

Course Hours: 200

This hands-on program will prepare you to obtain your high school diploma and at the conclusion of the program, you will be prepared to complete the National Healthcareer Association's Certified Phlebotomy Technician exam. Passing this exam is a requirement of this program.

Start Date: September 21, 2021
 Tuesday, Wednesday, Thursday
 5:30-9:30 p.m.

WELDING TECHNOLOGY

In this program you will learn:

- Gas Metal Arc Welding (GMAW) OR Shielded Metal Arc Welding (SMAW)
- Theory
- Safety
- Virtual welder practice
- Prepare welds for certification test

Course Hours: 150

Certification weld test opportunity:

- American Welding Society
- GasMetal Arc Welding (GMAW) or Shielded Metal Arc Welding (SMAW)

This hands-on program will prepare you to obtain your high school diploma and prepare you to take the welding tests to obtain your certifications.

Start Date: August 23, 2021
 Tuesday, Wednesday, Thursday
 5:00-10:00 p.m.

The mission of Ashland County-West Holmes Career Center is to inspire students to career success by providing real-world skills and credentials. Ashland County-West Holmes Career Center is located at 1783 State Route 60, Ashland, OH 44805