

## Adult Education Course Catalog

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# Tri-Rivers Center for Adult Education

**Member of  
The University System of Ohio**



*"Tri-Rivers, changing lives through education."*

Tri-Rivers Career Center

2222 Marion—Mt. Gilead Rd. Marion, Ohio 43302

~

Adult Education Business Office

Located at Tri-Rivers Center on Center

333 E. Center St. Marion, Ohio 43302

[www.tririvers.com](http://www.tririvers.com)

(740) 389-4682

## *From the Director*

Welcome to Tri-Rivers Center for Adult Education,

We look forward to serving your educational needs. Tri-Rivers offers career and technical education programs designed with the adult student in mind. We work closely with local business and industry to develop classes that meet the needs of the world we live in today.

Our instructors are knowledgeable experts in their field. They have chosen to share that knowledge with our students to enable you to develop life-long skills; to assist you in a new career, or to give you enhanced skills in your current occupation.

We are accredited by NCA-AdvancED, the North Central Association Commission on Accreditation and School Improvement, in addition to program specific accreditations and approvals for our Nursing, Public Safety Service, and Industrial Maintenance classes.

Since our beginnings in the mid-70's, we have trained thousands of adults from the central Ohio area. We are proud of our alumni! You will see them on the street as firefighters, EMTs, and Paramedics. You meet them at work in nursing homes, hospitals, doctor's offices, industrial plants, and running their own small businesses. You will even see them at play, as adults who have taken a digital photography or computer class just for the fun of it.

We look forward to assisting you in reaching your goals. You can rest assured that our number one goal is your success!

Sincerely,  
Richard George, BA, MBA  
Adult Education Director

## *Mission Statement*

We, the adult education staff, strive to work as an effective team. We are an integral part of education that links business/industry and agencies within our community. We provide lifelong, continuous learning for a diverse adult population enabling students to overcome barriers and to enhance the quality of life for themselves and their families. We utilize practical skills with an eye toward technological advancement.

*"Tri-Rivers, changing lives through education."*

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## Welcome to Adult Ed

### Accreditation

Since 1985, Tri-Rivers Center For Adult Education has been accredited by the North Central Association (NCA) of Colleges and Universities. Accreditation by NCA-AdvancED means the school has met the high standards for membership which signifies that our school has the resources, personnel, and leadership necessary for effective education. Our Career Development Programs have additional accreditation, licensing, or certification by their program specific bodies, i.e. the Ohio Board of Nursing, the Ohio Department of Health, or the Ohio Department of Public Safety. We operate under the direction of the Ohio Board of Regents and are a member of the University System of Ohio.



### Campus

We encourage prospective students and their families to visit the school and speak with faculty and admission personnel. The main school building is located at 2222 Marion—Mt. Gilead Road, Marion, OH. Our Adult Education business office is located at Tri-Rivers Center on Center, 333 East Center Street, Marion, OH. Public Safety and Industrial Maintenance classes are held at the main campus with Healthcare classes being held at 333 East Center Street. All staff and students are identified by name badges. TRCC is a tobacco free building. TRCC maintains high standards of safety, health, and efficiency. It is a drug free environment. Policy is strictly enforced. Based on the federal list of crimes, there are no offenses reported or known to police for the past year. Anti-harassment and acceptable use of technology policies are in place.

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## Student Services

### Career Counseling

Are you undecided about your next career move? Tri-Rivers offers career counseling services to help you make a change or find a new direction. This service includes an assessment of your interests, values, and abilities. We help you explore careers that match your interests and abilities, your values and your current lifestyle.

### Professional Resume Service

This service will help update or create a professional résumé for use in a career search. This service includes 1 hour of consultation, computer access with resume paper, 25 copies of your resume, and copy of your resume saved on electronic media.

### Independent Study

We offer Independent Study options for area high school students. This is an educational option intended for make-up credit. Students should see their local guidance counselor for specific information about courses that are offered. A student is provided an Independent Study Course book to complete and then takes one midterm and a final for each 1/2 credit to determine if the necessary competencies have been attained. These are high school courses. They are not adult education or college courses.

### WorkKeys®

WorkKeys® is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. WorkKeys® testing is required as pre-admission testing in most of the Adult Education training programs. The three main tests given are: Reading for Information, Applied Mathematics, and Locating Information. Study guides are available for purchase at the Adult Education business office. Your scores may even earn you a National Career Readiness Certificate®, call for more details.

**(740) 389 - 4682**

## Workforce Development

### Job Readiness Training

Let Tri-Rivers Center for Adult Education assist you with training new employees. Or maybe you are someone who is unemployed or just underemployed and looking to learn new skills and training? We offer a series of workshops designed to help prepare jobseekers and new employees with soft-skill training that is vital to workplace success. Our training modules include:

- Career Exploration & Planning Assessment.
- Teamwork and Cooperation.
- Self-Esteem & Assertiveness Training.
- Workplace Values and Attitudes, including Motivation, Communication, and Conflict Resolution.
- Training on Openness to Working with Individual from Diverse Backgrounds.
- Financial Literacy Training.
- Application, Cover Letters, Résumé Preparation and Interviewing Skills.

### Customized Training for Local Business & Industry

We offer customized training classes for local business and industry. Let our experienced instructors help your employees learn new skills.

- Beginning and Advanced Welding
- AWS Certification Training
- EPA 608 Training and Testing
- Computer Applications  
Windows, Word Processing, Excel, PowerPoint

Call to learn more about our customized training options...

(740) 389-4682, Ext. 500

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## Financial Aid

### Financial Aid

Financial aid is available to eligible students in full-time programs. (600+hours ) Call (740) 389-4682, Ext. 524 for more information.

**Pell (Federal Grant)** – A Federal grant based on financial need. Monies do not need to be paid back.

**Federal Direct Stafford (Federal Loan)** – A low interest repayable loan borrowed directly from the Federal Student Loan program. Repayment does not begin until six months after your schooling ends.

**BVR (Bureau of Vocational Rehabilitation)** – Disabled persons may qualify for training monies.

**WIA (Workforce Investment Act)** – Visit your local Job & Family Services Department.

**TRA/TAA (Trades Readjustment Assistance)** – Assistance is available to workers who lose their jobs or whose hours and wages are reduced as a result of increasing imports.

**Veterans Assistance** - These benefits are available for Practical Nursing, Nurse Aide, Basic EMT, Paramedicine, Fire/Rescue 101, and Industrial Maintenance. Veterans log onto [www.gibill.va.gov](http://www.gibill.va.gov) or call 1-888-GIBILL1 (422-4551) for eligibility requirements.

### Refund Policy

Unless a double payment has inadvertently been made, no refund will be issued to a student without the student first submitting a request in writing to the director explaining the extenuating circumstances and proof of circumstances. Any refunds that are issued may take two weeks to process and are subject to an administrative fee for processing.

**(740) 389 - 4682**

## Computer Training

### Classes designed with the adult student in mind.

Are you interested in establishing a lifetime career or bringing yourself up-to-date in your present position? We offer a variety of computer classes including Windows, Word Processing, Excel Spreadsheet and PowerPoint Presentation Programs. We talk about the skill, we demonstrate the skill, we practice the skill. 1:1 computer to student ratio.

### Learn New Skills or Build On Your Existing Knowledge!

#### ***Basic Computer Skills –Windows 7 Operating System***

Learn how to use the most up to date Microsoft operating system.

#### ***Microsoft Word—Word Processing Software***

Learn how to create, view, edit, save and print electronic documents (letters).

#### ***Microsoft Excel—Spreadsheet Software***

Learn how to create a home budget, chart your expenses, and calculate various types of data with Excel.

#### ***Microsoft PowerPoint —Graphics Presentation Software***

Learn how to create a captivating presentation that gets results.

Classes are offered throughout the year. Call or visit our website, [www.tririvers.com](http://www.tririvers.com) for a schedule of upcoming classes.

***We also offer customized computer classes for business and industry—call for details!***

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## Industrial Maintenance

### Career Information

Industrial Maintenance workers have skills in many different crafts.

They repair and maintain machines, mechanical equipment, and work on plumbing, electrical, and heating and air conditioning systems. Past graduates of this program have found employment with local manufacturing and service providers.



### Course Description

This 600+ hour program provides training in a broad range of Industrial Maintenance skills.

Topics covered include:

- Computer
- Blueprint Reading
- Trade Mathematics
- Machine Trades
- Electrical & Electronics Systems
- Hydraulics/Pneumatics
- Electrical /Mechanical Troubleshooting
- Programmable Controls (PLCs)
- Basic Welding
- Advanced Welding
- Heating, Ventilation & Air Conditioning (HVAC) (integrated plumbing)
- EPA 608
- Basic Communication & Employability Skills

***Classes now forming  
for August 2011.***

***(740) 389 - 4682***

## Public Safety Services

ODPS Accreditation #329

### EMT-Basic

This 170-hour program follows the U.S. D.O.T. and Ohio Division of EMS guidelines. Certification as an Ohio EMT is contingent upon successfully



completing the course requirements and passing the National Registry Practical and Written Exam.

Eligibility Requirements of State and School:

- Must be 18 years of age to sit for National Registry exam
- Must have a high school diploma or GED
- Successful completion of WorkKeys Reading exam
- Current AHA Healthcare Provider CPR card

The student is required to obtain a physical. This physical will include: varicella titer, rubella titer, mantoux 2 step TB test, 8 panel drug screening. A BCI&I background check is also required, please see included form. These additional costs will be the "students responsibility". The school strongly recommends that the students should consider completing the series of inoculation for Hepatitis B virus.

### Upcoming Classes Begin:

March 2011

November 2011

March 2012



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## Public Safety Services

ODPS Accreditation #329

### Tri-Rivers/Marion General Hospital School of Paramedicine

#### **3 Unit Day Class: October 11, 2011 - December 4, 2012**

Weekday Classes 8:00 a.m. – 3:00 p.m.

Saturday Classes 8:00 a.m. – 4:00 p.m.

900 plus Hours (300 Clinical minimum /350 Classroom/250 Lab)

#### Admission Criteria

No individual will be excluded due to race, color, creed, national origin, gender, religion, marital status or disability.



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- 1. Application Procedure:** A signed and completed application, \$95 non-refundable application fee, official high school transcript or GED, and evidence of current EMT-Basic or Intermediate level certification.
- 2. Pre-entrance Tests** include a test of Basic EMT knowledge and three ACT WorkKeys® tests: Reading, Locating Information, and Math.
- 3. Interview Process:** An interview with the Program Coordinator and one other staff member is required. Interviews may be held in teams of two to three people. The interview will be scored according to the following: Communication Skills – Verbal and Non-verbal and Listening; Personal Appearance; EMT Experience; Personal Motivation, Attitude and Maturity.
- 4. Pre-requisite A** - All students must satisfactorily complete the Web Centric Medical Terminology class, or submit a transcript of completion of Medical Terminology to the Program Coordinator.
- 5. Pre-requisite B** - All students must satisfactorily complete the Web Centric Anatomy & Physiology class, or submit a transcript of completion of an Anatomy & Physiology to the Program Coordinator.

***Call today to request a detailed application packet!***

***(740) 389 - 4682***

## Public Safety Services

ODPS Accreditation #329

### Fire/Rescue 101

**Classes start in March of current year and Graduation is the following March.**

Mondays, Wednesdays, & Fridays 5:00 pm – 9:30 pm  
2 Saturdays per month  
from 8:30 am – 4:30 pm



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The fire/rescue program is comprised of 800 hours of didactic, lab, clinical and field instruction to prepare the successful completer to become an entry level firefighter/EMT. The successful completer will be eligible to test for certification as a professional firefighter through the Ohio Department of Public Safety examination process as well as a Nationally Registered EMT-Basic through the National Registry of EMT's examination process.

The fire/rescue program also includes the opportunity to receive specialty certification(s) in Accountability, Basic Water Rescue, Basic Rope Rescue, NIMS 100, 200, and 700, Auto Extrication, Rapid Intervention Team, Ice Rescue Operations, Hazmat Decon, Confined Space Awareness, Trench Rescue Awareness, Communicable Diseases, and Spanish for Providers.

### Admissions Criteria/Process

1. Turn in application with \$95.00 application fee
2. Complete pre-entrance WorkKeys® testing in Reading, Math, and Locating Information.
3. Interview with the Program Coordinator and members of the Public Safety staff. Interview will be scored on communication skills, personal motivation, attitude and maturity.
4. Pass comprehensive physical including drug screening.
5. Pass BCI&I background check.

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## Public Safety Services

ODPS Accreditation #329

### Firefighter I/II

**April 8, 2011 – August 27, 2011**

M/W/F 5:00 pm – 9:00 pm

2 Saturdays per month 8:00 am –

4:00 pm



This 280-hour course consists of classroom and hands-on training covering all aspects of the job, such as personal protective equipment, engine company operations, ladder company operations, building constructions, fire behavior, fire prevention, sprinkler systems and communications. This course leads to the highest level of fire certification in the state of Ohio and meets or exceeds the NFPA 1001 standard for professional firefighter qualifications. Upon completion of this course, individuals will be required to pass a state certification exam which is the minimum requirement needed to function as a full-time paid firefighter in the state of Ohio.

### Admissions Requirements

1. Must be 17 years of age and in senior year of high school or older.
2. Successful completion of pre-entrance WorkKeys® tests: Reading, Locating Information and Applied Math.
3. High School Diploma or GED.
4. Pass comprehensive physical including drug screening.
5. Pass BCI&I background check.



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## Public Safety Services

ODPS Accreditation #329

### Emergency Medical Responder

This 48-hour course is designed to provide training in emergency medical care for those who are apt to be the first persons responding to an emergency incident. Fire, police, civil defense personnel, school bus drivers, daycare providers, utility workers and industrial workers are a few examples of those persons who would benefit from this training. The student will receive both didactic and psychomotor skills training in CPR, patient assessment, fracture management, airway management and trauma management. Successful completion of this course will enable the student to sit for the First Responder certification exam.

This class is recommended for:

- People without a medical background who wish to enter the EMT program.
- Anyone who wishes to learn the basics of emergency medical care.
- Firefighters, police officers, lifeguards and others from agencies involved in public safety.
- Employees involved in company safety programs.

\*This program is only offered as customized training to any agency requesting the training. A minimum of 10 students is required. For further information and current pricing please contact the Adult Education Office.

### CPR Training

Public Safety Services offers American Heart Association CPR and First Aid Training at all levels as customized training. Tri-Rivers is also the only Marion County provider approved by the Ohio Department of Education to provide CPR and First Aid training for educational employees seeking their ODE Pupil Activity permits.

*“Training today for a safer world tomorrow.”*

## Healthcare Professions

### Nurse Aide

This 84-hour program provides training in basic nursing care by the use of classroom instruction, lab practice, and actual clinical experience. The content follows guidelines mandated by the Ohio Department of Health and Ohio Department of Education.

Emphasis is placed on attitudes and behaviors of nurse aides working with the elderly and how to assist the elderly in maintaining the highest level of functioning possible. This program teaches you valuable skills and helps you prepare for the STNA Nurse Aide State Test.

### Course Offerings

March 7 – April 28, 2011

Monday – Thursday 4:30 – 8:00 pm

Clinical Days: 4:30 – 11:00 pm

May 3 (Tues) – June 22, 2011

1st class meets on Tuesday 5/3/11

Monday – Thursday 4:30 – 8:00 pm

Clinical Days: 4:30 – 11:00 pm

### Home Health Aide

This course includes classroom, skills laboratory, field observations and practice. The field practice is under the direct supervision of the institution and must be performed during actual service to individuals and families. Please note that this course is only offered once a year in conjunction with our Patient Care Technician course schedule. Please call the Adult Education Office for further information.

## Healthcare Professions

### Patient Care Technician

**700+ Hours**

Fall 2011

Monday – Friday, 8am-4pm



This course is designed to prepare students with a basic entry-level course in health care in order to provide safe, direct care for clients in a variety of health care settings.

The successful candidate may achieve certification in Phlebotomy, EKG, Nurse Aide, Home Health Aide, and Coding and Billing, Patient Care Technician, and Certified Clinical Medical Assistant. Testing fees are not included in the cost of tuition.

### Application Criteria/Procedure

1. A signed and completed application, \$95 non-refundable fee (fee covers application and pre-entrance testing) and high school transcript or GED are required in order to sit for the pre-entrance examination.
  2. Pre-Entrance exam consists of the ACT WorkKeys® test, which is a series of three tests evaluating basic academic skills of reading, math and locating information.
  3. All students must complete an FBI and BCI background check.
- Once accepted into the class, a physical examination is required. It includes lab work and required inoculations.

Physical forms are due prior to the start of class.

Immunization records are due the first day of class.

In order to take the Certified Patient Care Technician exam issued by the National Health Career Association, the student must pass the State Nurses Aide Test, complete the appropriate number of phlebotomy sticks and pass all courses.

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## Healthcare Professions

### Pharmacy Technician

**600+ hours**

Fall 2011

Classes are scheduled: Monday-Friday, 8 am-4 pm

This course is designed to prepare students with the knowledge and skills needed to be a successful Pharmacy Technician. A Pharmacy Technician is a person who works under the supervision of a pharmacist and performs pharmacy related functions. They are employed by retail pharmacies, hospitals, and clinics.



This is a web-centered program, which means part of the classes will be completed at the school and part of the classes will be completed in the privacy of your own home, via a software package and the internet.

### Admissions Criteria/Procedure

1. A signed and completed application, \$95 non-refundable fee (fee covers application and pre-entrance testing) and high school transcript or GED are required in order to sit for the pre-entrance examination.
2. Pre-Entrance exam consists of the ACT WorkKeys® test, which is a series of three tests evaluating basic academic skills of reading, math and locating information.
3. All students must complete an FBI and BCI background check.

### Completion of Program

Upon successful completion of the program and a 32-hour unpaid internship, each student will be qualified to take the PTCB (pharmacy technician certification board) examination. Students will be able to demonstrate ethical conduct in all duties performed.

**(740) 389 - 4682**

## Nursing Programs

### Practical Nursing

#### PN Day

10 Months – Next Class: August,  
2011- June, 2012  
M-F 8:00 am to 4:00 pm

#### PN Evening

Dates: TBA—Please call for latest information.  
Evening 4:00 pm-8:00 pm Monday, Tuesday, and  
Wednesdays  
Clinical Fridays – 2:00 pm - 9:00 pm OR Clinical  
Saturdays– 7:30 am - 2:30 pm

#### PN Web

Practical Nursing Program  
Web Centered Curriculum

Dates: Classes start throughout the year—please call for latest dates.

**There are special requirements for admission.**

Contact Emeline Kelly (740) 389-4682 ext. 514 for detailed  
admission requirements.

### Admission Policy

1. Applicants must be graduates of an accredited high school or provide evidence of established equivalency of high school through the General Education Development Test (G.E.D.)
2. A high school transcript or official report of G.E.D. test results is required.
3. Applicants should have a 2.0 accumulative grade point. Applicants should have satisfactorily completed at least one course in science. Biology is recommended.
4. A satisfactory grade in Math is required. Algebra is recommended.
5. Previous college credits will be evaluated on an individual basis.

### Prerequisites

Nurse aide training within the past 3 years  
Math for Meds, Learning Strategies for Health Care Professionals,  
Medical Terminology, Technical Communications, and CPR .



**Approved for CT2 Credit**

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## Nursing Programs

### LPN to RN Program

10 Months—Next Class:  
August 2011—June 2012.

Mon. and Tue. Online Learning

Wed. and Thu. 8am—5pm Class

Fridays—Clinicals 7am-7pm



#### Curriculum Includes:

- LPN to RN Transition Course
- Clinical Nursing I
- Mental Health Nursing
- Clinical Nursing II
- Community Health Nursing
- Clinical Nursing III
- Professional Transition Course

#### Pre-Requisite Support Courses

1. General Psychology
2. Anatomy and Physiology I
3. Anatomy and Physiology II
4. Human Growth and Development
5. Microbiology
6. English Composition I
7. English Composition II
8. Computer Applications
9. Sociology
10. Basic Chemistry (can be high school credit)

#### Admission Policy

1. Hold a current, valid license to practice as a Licensed Practical/Vocational Nurse in at least one U.S. State or territory and the ability to obtain endorsement by the Ohio Board of Nursing.
2. Hold a current certificate to perform limited intravenous therapy.
3. A completed LPN to RN Program student Application form.
4. Official transcripts in a sealed envelope directly sent from all high schools and postsecondary institutions attended.
5. Completion of all WorkKeys® tests and pre-requisite support courses with a grade of C or better.
6. Proof of citizenship or legal residency.
7. A letter from your employer indicating a minimum of 1,040 hours of recent practice to be submitted on an official letterhead.
8. A typed, 1-2 page letter of intent.

Call today to request an application packet!

**(740) 389 - 4682**

## Adult Ed Students

Our students come to us right out of high school, right off the assembly line, and many times as part of a mid-life career change. Our classes are *created with the adult student in mind*.

We concentrate on focused skills training designed to prepare you to pass industry specific certifications to allow you to advance in your current employment or for a new career.

We feature hands-on training where you not only learn the book knowledge, but you get to practice the knowledge you have learned in skills labs and clinical settings.

Our instructors are experts in their field. We want to help you learn more, to enable you to earn more, and be successful in your chosen career.

We are the experts in life-long learning. We have students, in their teens, 20s, 30s, 40s, 50s and beyond. All learning new skills and knowledge to assist them in this rapidly changing world.



We invite you to stop by our Adult Education business office at 333 East Center Street in Marion to see how we may help you achieve your goals.

Industrial Maintenance—Class of 2010

*“Tri-Rivers, changing lives through education.”*

## Adult Ed Students



**We are proud of our graduates!**

Our graduates are employed throughout our local area in hospitals, nursing care facilities, and doctor's offices. Call today to see how you can learn more, to earn more, and become a lifelong learner at Tri-Rivers!



**(740) 389-4682**

## Important Information

- Financial Aid is available for qualified students in our full-time Career Development programs. Contact our Financial Aid Administrator for information on how to apply.
- All tuition and fees are subject to change.
- The Adult Education Program reserves the right to cancel or delay the opening of any class or program due to insufficient enrollment.
- Refund Policy: there are no refunds on any class of less than 300 hours. Student's dismissed from the school or withdrawing at the school's request for non-academic reasons are not entitled to a refund. Fees, books, and supplies are non-refundable items. Persons requesting a refund for extenuating circumstances must request a refund in writing to the Adult Education Director with documentation of extenuating circumstances.
- Refunds issued are subject to a 25% administrative fee. If the school cancels a class due to insufficient enrollment, monies already paid to the school will be refunded or applied towards a future class.

**Program offerings, schedules, and pricing are subject to change. Please call the school, or visit our website at [www.tririvers.com](http://www.tririvers.com) for our latest information.**

*"Tri-Rivers, changing lives through education."*

## How to Register

Registration for classes can be made:

- By phone (740) 389-4682 Ext. 500.
- In person—stop by our Adult Education business office located at 333 East Center Street, Marion.
- By fax (740) 389-4683.
- Visa and MasterCard are accepted.
- Full payment or verification of student financial aid is required in order to reserve a spot in a class.

### **Directions from the main building to Center Street:**

Leave the Main School building and turn north on Pole Lane Road, follow Pole Lane Road north to S.R. 309 (Harding Highway East), turn left (west) on S.R. 309 which turns into Center Street. 333 East Center Street is on your left about 1/2 block west of the Greenwood Street interchange (where Center Street becomes a one-way street).

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### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of Tri-Rivers Center for Adult Education that educational programs and activities are provided without regard to race, color, national origin, gender, disability or age.

**(740) 389 - 4682**



2222 Marion—Mt. Gilead Rd.  
Marion, Ohio 43302

