

2021-2022

Less than a year
from start to career!
Train for one of a
dozen career fields.

GREAT OAKS

ADULT EDUCATION CAREER EDUCATION

Act quickly!
Class sizes are
limited



WHY CHOOSE GREAT OAKS?



Act quickly!
Class sizes are
limited



Why choose Great Oaks for career training?

You have a job; it pays the bills, more or less. But what you really want is a career. You want skills that employers need, knowledge that will ensure a great future, and the chance to decide your own next steps.

The programs listed in this catalog start you on that path. In less than a year you could earn industry credentials or licenses that put your future in your own hands.

Financial aid is available for most of these programs, for those who qualify.

Find your direction by choosing the career program or programs that fit you. Go to adults.greatoaks.com/full-time-programs. Details about enrollment are on each program page. Questions? Call 513.771.8881.

Our Purpose: We are Great Oaks—the first choice in providing innovative career training to empower individuals and communities.



For more national and program information, contact Great Oaks Career Campuses at (513) 771-8881. Great Oaks programs are also approved by the Ohio Department of Education and the Ohio Board of Regents.

Council on Occupational Education (COE)
7840 Roswell Rd., Building 300, Suite 325
Atlanta, GA 30350 • (770) 396-3898 • (800) 917-2081

All programs are located at Scarlet Oaks Career Campus, 303 Scarlet Oaks Drive, Cincinnati, OH 45241

FULL-TIME CAREER TRAINING PROGRAMS



Automotive Service Technology

All major areas of required ASE expertise will be covered including tune-up and front end alignment, engine performance, suspension and steering, transmission, brakes, cooling system, and electrical/electronics troubleshooting. An ASE (Automotive Service Excellence) Certified Program.

Employment Opportunities

- Automotive technician/mechanic
- Engine repair and maintenance
- Tune-up specialist
- Brake technician
- Heating and air conditioning specialist
- Steering and suspension technician
- Tire and wheel service technician
- Alignment technician

- Parts/counter sales
- Lube technician

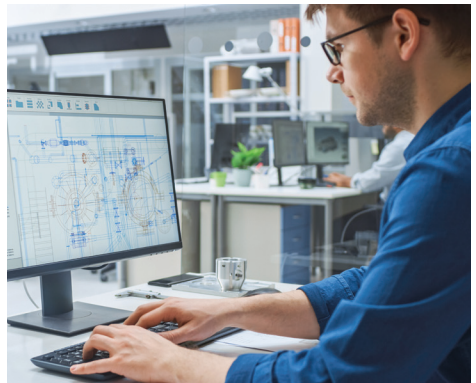
900 hours

- Mon–Thur, 4:30–10:30 pm, some Fridays (TBD)**
- August 11, 2021–June 2022

Tuition: \$7,695

Books/ Tools/ Supplies: \$3,379

Total*: \$11,074



CNC Manufacturing

Learn machine tool set-up and basic machining skills, basic computer numeric control (CNC) and computer-assisted drafting (CAD), plus blueprint reading and interpretation of drawings and symbols. Students are eligible to earn CPR/First Aid, OSHA, NIMS (National

Institute for Metalworking Skills), and FANUC CNC certifications.

Employment Opportunities

- Programmer
- Set-up operator
- CAD/CAM designer
- Manual machine operator
- Tool maker

900 hours

- Mon–Thur, 4:30–10:30 pm, some Fridays (TBD)**
- August 11, 2021–June 2022

Tuition: \$7,695

Books/ Tools/ Supplies: \$3,047

Total*: \$10,742

*Subject to change. The Great Oaks toolkit is mandatory and the cost is included in the total cost of the program.

**Visit website for most up to date information

FULL-TIME CAREER TRAINING PROGRAMS



Construction Technologies

Learn residential carpentry, electrical, and plumbing skills as you earn NCCER credentials. Master a wide range of hand and power tools and read building plans. Students are eligible to earn NCCER, CPR, and OSHA certifications.

Employment Opportunities

- Framing carpenter
- Finish carpenter
- Remodeling
- Electrician apprentice
- Plumbing apprentice
- Roofer
- Drywall installer/ finisher

900 hours

- Mon–Thur, 4:30–10:30 pm, some Fridays (TBD)**
- August 11, 2021–June 2022

Tuition: \$7,695

Books/ Tools/ Supplies:

\$3,257

Total*: \$10,952



Dental Assisting

Join a fast growing profession! Learn to assist chairside during operative and specialty procedures, understand X-ray processes, learn basic types of impression materials, and identify and use basic types of dental and lab equipment. Review office receptionist duties. Learn CPR, first aid, oral hygiene,

and preventive dentistry techniques. Students prepare to take exams for radiographer, CODA, and DANB. BCI and FBI record checks are required prior to enrollment.

Employment Opportunities

- Chairside assistant
- Licensed dental radiographer
- Office receptionist
- Dental office secretary

- Dental sales and marketing
- Chairside – specialty office

900 hours

- Mon–Thur, 4:30–10:30 pm, some Fridays (TBD)**
- August 11, 2021–June 2022

Tuition: \$7,695

Books/ Tools/ Supplies:

\$1,603

Total*: \$9,298

*Subject to change. The Great Oaks toolkit is mandatory and the cost is included in the total cost of the program.

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FULL-TIME CAREER TRAINING PROGRAMS



Electro-Mechanical Maintenance Technology

Learn the all-important aspects of electrical and electronic repair and maintenance. Besides learning how to use test instrumentation such as digital voltmeters, oscilloscopes, and logic probes, you will also learn how to program PLCs and troubleshoot electrical motors and motor control circuitry. In

addition, you will learn how to read ladder-logic diagrams and be introduced to pneumatics, hydraulics, and robotics. Students are eligible to earn the MSSC safety certification.

Employment Opportunities

- Field service technician
- Electrical maintenance technician
- Electro-mechanical maintenance technician
- Testing and measurement technician

- Assembly and inspection technician
- PLC programming

700 hours

- Mon–Fri (TBD), Daytime**
- August 11, 2021–May 2022

Tuition: \$6,237

Books/ Tools/ Supplies: \$2,669

Total*: \$8,906



Heating, Ventilating & Air Conditioning

Learn to install, service, and maintain gas, oil, and electric furnaces, boilers, air conditioners, and heat pumps, preparing you for industry-required certification and employment. Accredited by PAHRA (Partnership for Air Conditioning, Heating, and

Refrigeration Accreditation). Students are eligible to earn ICE and EPA certifications.

Employment Opportunities

- Service technician
- Installation technician
- Maintenance technician
- Sales and distribution
- Design and manufacturing
- Energy management
- HVAC controls

900 hours

- Mon–Thur, 4:30–10:30 pm, some Fridays (TBD)**
- August 11, 2021–June 2022

Tuition: \$7,695

Books/ Tools/ Supplies: \$3,465

Total*: \$11,160

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**Visit website for most up to date information

All programs are located at Scarlet Oaks Career Campus, 303 Scarlet Oaks Drive, Cincinnati, OH 45241

These entry-level programs prepare you for certification in a new career.

FULL-TIME CAREER TRAINING PROGRAMS



Heavy Equipment Operations & Engineering

Heavy Equipment Operations is one of the highest paying careers in the construction industry. Using state-of-the-art heavy equipment, students receive extensive training to operate power construction equipment: dozers, scrapers, backhoes, excavators, skid-steers, com-

pactors, tractors, and front end loaders. Students earn NCCER certifications.

Employment Opportunities

- Heavy equipment operator
- Loader operator
- Backhoe operator
- Highway maintenance worker
- Heavy equipment sales
- Underground utility operator
- Bulldozer and compactor operators

- Equipment yard or rental store
- GPS layout
- Rover operator

700 hours

- Mon–Fri evenings, 4–9 pm**
- March 14, 2022–September 29, 2022

Tuition: \$6,489

Books/ Tools/ Supplies: \$2,249

Total*: \$8,738



Industrial Diesel Mechanics

Learn all aspects of diesel engine service and repair on buses, trucks, over-the-road trucks, construction equipment, emergency service vehicles, aircraft tuggers, and railroad equipment. Assemble, adjust, repair, and maintain hydraulic systems and drive trains, electrical and cooling systems, and steering

and suspension systems. Students are eligible to earn ASE certifications. NATEF accredited.

Employment Opportunities

- Diesel truck technician
- Service writer
- Parts expeditor
- Diesel equipment sales
- Powertrain mechanic
- Marine diesel mechanic
- Transportation/logistics

- Agricultural diesel equipment sales and service

900 hours

- Mon–Thur, 4:30–10:30 pm, some Fridays (TBD)**
- August 11, 2021–June 2022

Tuition: \$7,695

Books/ Tools/ Supplies: \$3,320

Total*: \$11,015

*Subject to change. The Great Oaks toolkit is mandatory and the cost is included in the total cost of the program.

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FULL-TIME CAREER TRAINING PROGRAMS



Medical Office Specialist/Billing & Coding

Learn basic anatomy, medical terminology, administrative skills, and billing and coding. You will also be introduced to computer applications including Microsoft Word, Excel, and Outlook. Graduates may work in medical offices, hospitals, healthcare facilities, and insurance companies.

This program prepares the learner for seven nationally recognized industry certifications including BLS. BCI/ FBI background checks are required prior to enrollment.

Employment Opportunities

- Medical administrative assistant
- Medical billing specialist
- Medical coding specialist
- Front desk
- Patient financial representative

- Patient access representative
- Scheduler

900 hours

- Mon–Fri, 9 am–3 pm
- August 11, 2021–May 2022
- This class meets online and in person.

Tuition: \$7,695

Books/ Tools/ Supplies: \$1,926

Total*: \$9,621



Welding Technician

Precision and excellent hand/eye coordination are important for the welding program. You will learn various types of welds and cutting operations as well as fabrication, quality control, weld testing, and blueprint reading. Through this program, you will have the opportunity to become a certified welder. Other career

pathways might include welding inspector, metal fabricator, or sales. Students are eligible to earn AWS certifications.

Employment Opportunities

- Inspector
- Weld technician
- Metal fabricator
- Industrial repair welder
- Production welder

900 hours

- Mon–Thur, 4:30–10:30 pm, some Fridays (TBD)**
- August 11, 2021–June 2022

Tuition: \$7,695

Books/ Tools/ Supplies: \$3,092

Total*: \$10,787



*Subject to change. The Great Oaks toolkit is mandatory and the cost is included in the total cost of the program.

**Visit website for most up to date information

FULL-TIME CAREER TRAINING PROGRAMS

Public Safety Services

DON'T WAIT TO APPLY!



Police Academy

The Great Oaks Police Academy offers over 700 hours of police training under the direction of a State Certified Police Academy Commander. Successful completion of this course and passing the Ohio Peace Officer Certification Exam is the first step to certification in the State of Ohio by the Ohio Peace Officer Training Commission. This certification eligibility is the gateway to inclusion in a class of individuals who are sought by many police

recruiters. This program is accredited by OPOTA, Ohio Peace Officers Training Academy.

Essential Personal Characteristics

- Valid driver's license
- Good moral character as established by a criminal background check
- No convictions whatsoever for felony offense of violence or domestic violence. No misdemeanor theft, drug abuse, or misdemeanor offense of violence within the last three years. Successfully pass drug screen.
- High school diploma or equivalency
- Must be 21 years old by end of program to take state exam.

Tuition: \$7,500

Books/ Tools/ Supplies:

\$710 (includes uniforms)

Total*: \$8,210

Employment Opportunities

- Over the past five years, more than 80% of the graduates of this outstanding program have found employment in the field of law enforcement.

Day Academy (All Day):

*740+ hours/22 weeks

- Mon–Fri, 8 am–5 pm
- July 12–December 3, 2021; Winter 2022

Evening Academy:

*740+ hours/32 weeks

- Mon–Fri, 5–9 pm



Fire & Emergency Medical Rescue Academy

The Great Oaks Fire Academy offers 675 hours/18 weeks of EMS, fire, fire pumper, hazardous materials training, and technical rescue instruction from our nationally and internationally recognized faculty. All graduates of the accredited program receive Pro Board

certifications and are eligible to take examinations for Ohio FF, EMT, Hazard Recognition Officer (Fire Inspector I), and National Registry of EMT credentials. Must pass a physical exam and background check (at additional cost).

Essential Personal Characteristics

- Valid driver's license
- Achieve required levels on entrance assessment
- Good moral character as established by a criminal background check
- Good physical condition as established by a physical examination
- Be able to pass a drug screen
- High school diploma or equivalency

Employment Opportunities

- Firefighter (public and private sector)
- Emergency medical technician (public and private sector)
- Hazardous materials response team (private industry)
- Fire Safety Inspector

675 hours/18 weeks

- Mon–Fri, 8 am–5 pm
- August 16, 2021–December 15, 2021; Spring 2022

Tuition: \$6,213

Books/ Tools/ Supplies:

\$2,000 (includes uniforms)

Total*: \$8,213



*Subject to change. The Great Oaks toolkit is mandatory and the cost is included in the total cost of the program.

All programs are located at Scarlet Oaks Career Campus, 303 Scarlet Oaks Drive, Cincinnati, OH 45241

OTHER PROGRAMS AND SERVICES FOR ADULTS



State Tested Nurse Assistant (STNA)

Prepares students to meet the demands of the growing healthcare profession. Learn basic nursing skills and apply learning in a lab and clinical setting under the direction and supervision of a licensed nurse. Graduates are eligible to take the Ohio Department of Health state exam.

Patient Care Assistant (PCA)

Patient Care Assistant Program provides students with the knowledge and skills in the acute medical/surgical care of patients under the direction and supervision of a licensed nurse. Requirements: State Tested Nursing Assistant certification.

STNA/PCA PLUS

This course combines employability skills training with State Tested Nursing Assistant and Patient Care Assistant programs. Learn interviewing, application and resume building skills and have opportunities to meet healthcare employers. Includes one year of career-coaching/ job development.

Requirements for STNA, PCA, and STNA/PCA PLUS classes: physical examination; two-step PPD; and immunization record; (flu vaccine recommended); BCI & I and FBI background checks; Work-Keys testing; high school diploma or HSE; social security card; and viewing of the online information session.

Call (513) 961-4220 or visit greateaks.com/HPA. Classes are offered monthly.

Great Oaks also offers:

- **Short-term career certification programs:** Certified Clinical Medical Assistant, EKG Technician, Health Unit Coordinator, Medical Administrative Assistant, Patient Access and Registration Professional, Pharmacy Technician, Phlebotomy Technician, and Web and Graphic Design
- **Aspire** – Programs for high school equivalency (HSE) and English for Speakers of Other Languages
- **7-week personal enrichment and skill-building classes** in such areas as computers, home repair, music, language, and more
- **Public safety training** – Advanced and continuing training for law enforcement and fire fighting
- **Online courses** through Ed2Go (www.ed2go.com/greateaks)
- **Customized training and testing** for business and industry

Learn more at adults.greateaks.com or call (513) 771-8881.

NOTE: These programs are not monitored by the Council on Occupational Education. They are certified or overseen by the Ohio Board of Regents and other agencies.

Training for Hot Jobs with Great Oaks Partners

Aviation Maintenance - Powerplant Technician

Gain the skills, knowledge, and practical experience required to enter this lucrative profession that is in high demand. Acquire the FAA airframe and powerplant licenses required to repair high-tech aircraft. This program leads to an associate degree in Engineering Aviation Maintenance from Southern State Community College, our partner in Aviation Technology. This is an FAA approved program.

For more information on this exciting training opportunity at Laurel Oaks, contact Amy McClellan at Southern State Community College at (800) 628-7722, ext. 3510 or e-mail amcclellan@sscc.edu.

Electrical Powerline Mechanic

Gain an overview of the energy delivery system. Qualify to climb poles! Learn the assembly of materials, tools, and equipment. Perform bucket truck rescue, pole top rescue, and operation of bucket truck and digger truck. Receive Class A truck driver training upon completion of the course.

For more information on this exciting training opportunity, contact John Sullivan at Warren County Career Center Campus: john.sullivan@mywccc.org or (513) 933-3940.



A sampling of area businesses that have recently hired Great Oaks graduates:

Air Tech Mechanical Services, Inc.
Alba Manufacturing, Inc.
Apollo Heating and Cooling
AstraZeneca Pharmaceuticals
Beacon Orthopedics
Best Plumbing
Bethesda Hospital
Blanchester Police Department
Blue Ash Fire Department
Building Mechanical & Energy Services, Inc.
CarMax
CBRE Group
Central Fabricators
Children's Hospital
Christ Hospital
Cincinnati Air Conditioning
Cincinnati Ice Machine
Cincinnati Metropolitan Housing Authority
Cincinnati Police Department
Cincinnati Sub-Zero
Clarke Power Services
Clinton Memorial Hospital
CMC Properties
Colerain Township Police Department
DeBra-Keumpel
Delhi Township Fire Department
Delhi Township Police Department
Emery Oleochemicals Group
Engineering Excellence
Family Dental Care

Feldkamp Enterprises
Ford Motor Company
Forest Park Fire Department
General Tool Co.
Goshen Township Fire and EMS
Green Township Police Department
GridPoint Energy Management
Hamilton County Sheriff
Harris Products
Hauser Heating and Cooling
Holmes Custom Renovations
Humana Health
Jacob Brothers Heating and Cooling
Jones Lang LaSalle
Jonle Heating and Air Conditioning
Jurgenson Company
KBC Construction
Klosterman Bakeries
Kroger Corp.
Lennox International
Liberty Township Fire Department
Little Sisters of the Poor
Loveland-Symmes Fire Department
Luxottica Optical
Manufacturing Supplies
Madeira-Indian Hill Joint Fire District
Meijer
Mercy Health Partners/Physicians

Mercy Health Transport
Mercy Hospital
Messer Construction
Milford Community Fire Department
Motz Heating and Cooling
MWH Services
Newtown Police Department
Norwood Police Department
NSG, Inc.
One Hour Heating and Air Conditioning
Peck Hannaford & Briggs Co.
Perfection Services
R.E. Michel Corp.
Rodgers Family Dentistry
Rotex
Schibi Heating & Cooling Corp.
Schmidt Heating & Cooling
Schneider Electric
Service Solutions Group
Springdale Fire Department
Springdale Police Department
St. Elizabeth
The O'Gara Group
Titan Mechanical Solutions
TP Mechanical Contractors
TriHealth
Triton Services, Inc.
UC Health
United Dairy Farmers
University of Cincinnati
Valley Refrigeration
Viox Services

All programs are located at Scarlet Oaks Career Campus, 303 Scarlet Oaks Drive, Cincinnati, OH 45241

Prepare for High Demand Careers

Looking for a change? A chance to do something you'll enjoy more? Prepare for the right career in the right field through Great Oaks. You can go from start to career in less than a year! (Please note: **You must have a high school diploma or high school equivalency to enter these career training programs.**)

Your First Steps

1. Attend an online Information Session and complete an online application (visit program page of interest under Enrollment Requirements).
2. Begin the Financial Aid process by completing the 2021–2022 FAFSA. (**School Code 014694**)
3. Schedule to take the ACT WorkKeys entrance test (\$50 nonrefundable fee). Call (513) 771-8881.

Entrance Testing

Career training program candidates are required to take the following WorkKeys Assessments: Applied Math, Graphic Literacy, and Workplace Documents. For information about the assessments and program score requirements, please visit Enrollment Requirements under Program page at adults.greatoaks.com or call (513) 771-8881.

Students may also earn a National Career Readiness Certificate (NCRC) based on their scores on the WorkKeys Assessments.

For information, visit: act.org/content/act/en/products-and-services/workkeys-for-employers/assessments.html.

Admissions Policy

To enroll in one of the Great Oaks full-time career training programs, a student must have a high school diploma or equivalent. Students must meet testing benchmarks on the WorkKeys Assessments. Some programs have additional requirements due to outside certifications.

Financial Aid

The following aid is available for students who qualify:

1. Federal Title IV Aid – includes Pell Grant, Subsidized Stafford

- Loan, Unsubsidized Stafford Loan, and Parent Plus Loan
 2. Veteran's Benefits
 3. WIOA – Workforce Innovation Opportunity Act
 4. TAA – Trade Adjustment Assistance
 5. OOD – Opportunities for Ohioans with Disabilities
- For additional financial aid information, visit greatoaks.com/fa.

Adult Workforce Development Faculty & Staff

Great Oaks faculty meets the Ohio Department of Education's requirements for career and technical instructors, including experience in business and industry.

Employment

Training in job-seeking skills, résumé writing, and interviewing techniques are part of all full-time adult education programs at no additional cost. The Great Oaks Adult Education supervisors and career technical instructors are available for assistance with the above. Upon completion students are able to access placement services through Adult Workforce Development (AWD).

Career Training Program (Full-time) Cancellations/ Refunds

Students may be entitled to a full refund if the student's application is not accepted or the class is cancelled. Partial refunds (a \$25 handling fee plus cost of equipment, books, and materials incurred by Great Oaks on behalf of the student may apply) may be issued when a student cancels enrollment prior to the start date, or withdraws after the class starts. Refunds are calculated according to Great Oaks refund policy. If the student is

receiving Federal financial aid, an additional calculation must be made using the U.S. Dept. of Education's Return of Title IV Funds policy. See Refund Policy in the Consumer Disclosures and Policies section of the Adult Education Student Handbook at adults.greatoaks.com.

Certificates and Career Passports

A student must have achieved **95% cumulative attendance and 70% grade average** (some programs require 100% attendance) to receive a Career and Technical Education Certificate and a Career Passport. Both are widely recognized by business and industry.

Class dates, times, tuition, and fees are subject to change without notice.

Please check adults.greatoaks.com or call (513) 771-8881 for the most up-to-date information.

Great Oaks Warranty

Graduates placed through the Great Oaks Placement Program are covered by the Great Oaks Warranty. This guarantees employers that the graduate will perform satisfactorily in verified competency areas during the first year on the job, or Great Oaks will retrain at no cost.

OhioMeansJobs

OhioMeansJobs may be an option to consider if you need help paying tuition or assistance finding a job after you complete your program. Go to ohiomeansjobs.org and click on "OhioMeansJobs Centers" to find the location in your area.

 OhioMeansJobs

Act quickly! Class sizes are limited



110 Great Oaks Drive
at 3254 E. Kemper Road
Cincinnati, OH 45241

NONPROFIT ORG.
U.S. POSTAGE
PAID
PERMIT No. 6006
CINCINNATI, OH

Less than a year from start to career!

Visit our website for more details and updates.

Here's your complete catalog of
upcoming career training opportunities!

Who hires Great Oaks graduates? See page 10.

2021–2022 CAREER CATALOG

adults.greatoaks.com

(513) 771-8881

 facebook.com/GreatOaksAdultEducation

