

Great Oaks Adult Education
Initial OTC+ Options
Spring 2025

Skilled Trades

- Fiber Optics Cabling Technician-Students gain practical experience and technical expertise, preparing them for roles as skilled technicians in the broadband infrastructure sector.
 - 200 hours
 - M-Th 5pm-8:30pm
 - Certified Premises Cabling Technician (CPCT) and Certified Fiber Optics Technician (CFOT)

- Welding Fundamentals- (Welding I and II plus Blueprint Reading) Prepares students for an entry-level welding career.
 - 120 hours
 - Sat 9am-3:30pm
 - AWS Certification

IT-Digital Applications

- Web, Multimedia, & Graphic Design-Students will learn and apply design concepts in Photoshop, Illustrator, Dreamweaver, Premiere.
 - 130 hours
 - M,W 6pm-9:30pm
 - Adobe Certified Professional: Photoshop, Illustrator, InDesign

- Microsoft Office Specialist-Develop proficiency in Microsoft Office (2019) applications: Word, PowerPoint, Excel, and Outlook.
 - 162 hours
 - T,TH 6pm-9pm

Health Professions

- State Tested Nursing Assistant and Patient Care Assistant-Learn the basics of personal patient care under the supervision of a licensed nurse. PCA training will follow preparing students to provide acute medical and surgical care.
 - 120 hours
 - M-F: 8am-3pm Clinicals: 7am-1:30pm
 - STNA

- Certified Medical Assistant- learn the duties of the medical assistant, including taking medical histories and recording vital signs, explaining treatment procedures, preparing patients for examination, and assisting the physician
 - 140 hours plus 80-hour externship
 - Day Classes: M,W,TH 9am-12:30pm or Evening Classes: T,TH 6pm-9pm or Sat: 9am-3pm
 - National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA)

- Phlebotomy Technician- Students will learn to safely collect actual blood samples, clean and sterilize equipment, and use infection control precautions.
 - 90 hours plus 40-hour externship
 - Day Classes: M,T,TH 9am-12:30pm or Evening Classes: T,TH 6:30 pm-9:30pm or Sat: 9am-2:30pm
 - National Healthcareer Association (NHA) -Certified Phlebotomy Technician (CPT)

- Medical Administrative Assistant- Prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances are included in this course.
 - 50 hours plus 40-hour externship
 - T, TH 3:30pm-7pm
 - National Healthcareer Association (NHA) – Certified Medical Administrative Assistant (CMAA)

- Pharmacy Technician- Prepares students to work as a pharmacy technician in a retail or other pharmacy setting.
 - 50 hours plus 80-hour externship
 - Sat: 9am-1:30pm
 - Pharmacy Technician Certified Board (PTCB) – Certified Pharmacy Technician (PTCB)

Fire & Public Safety

- Firefighter 1 and Firefighter 2- teaches students fire ground safety, basic building construction, search and rescue, horizontal/vertical ventilation, suppression of class A-D fires, ground and aerial ladders, incident management, salvage and overhaul, forcible entry, self-contained breathing apparatus (SCBA), and hazardous material operations.
 - FFI: 160 hours (20 weeks) FF2: 84 hours (7 weeks)
 - T/TH Evenings (4 hours each evening)
 - Graduates are eligible to take the Ohio Department of Public Safety Division of Emergency Medical Service FF I & II certification/licensing examination

- **Emergency Medical Technician: Basic-** teaches students basic anatomy and physiology, general pharmacology, how to provide basic emergency medical care – airway management, bleeding control, treatment of fractures, soft tissue injuries, illness and transportation of the sick or injured person. Includes clinical experience in a hospital emergency department and an emergency medical response agency
 - 160 hours (4 weeks)
 - T/TH Days (8 hours each day)
 - Graduates are eligible to take the National Registry of Emergency Medical Technicians examination which results in national certification and Ohio Department of Public Safety Division of Emergency Medical Services State EMT license

- **Emergency Medical Responder-** course prepares students to initiate immediate lifesaving care to patients while ensuring patient access to the emergency medical services system. EMRs possess the knowledge, skills, and abilities necessary to provide lifesaving interventions while awaiting additional EMS response and rely on an EMS or public safety agency or larger scene response that includes other higher-level medical personnel.
 - 56 hours (3 ½ weeks)
 - M & W (8 hours each day)
 - Graduates are eligible to take the National Registry of Emergency Medical Technicians examination which results in national certification and Ohio Department of Public Safety Division of Emergency Medical Services State EMR license

- **Volunteer Firefighter-**As an awareness-level course, the Ohio Volunteer Firefighter Course is intended to be a foundation upon which firefighters can begin to build their training portfolio.
 - 36 hours (4 ½ weeks)
 - Sat (8 hours)
 - Note: The certification is a stand-alone certificate specific to the State of Ohio which does not meet the minimum “Standard for Fire Fighter Professional Qualifications” established by the National Fire Protection Association (NFPA) 1001 as a qualifying level of public safety responder for trained firefighters.

- **Fire & Rescue Academy-**The Great Oaks Fire Academy offers 675 hours of EMS, fire, fire pumper, hazardous materials incidents, and technical rescue. You can earn both an Emergency Medical Technician (EMT-B) certification, a professional firefighter certification, plus train in the same settings and situations as local firefighters.
 - 675 hours (18 weeks)
 - M-F (8 hours each day)
 - Graduates are eligible to take the Ohio Department of Public Safety Division of Emergency Medical Service FF I & II certification/licensing examination and the National Registry of Emergency Medical Technicians examination which results in national certification and Ohio Department of Public Safety Division of Emergency Medical Services State EMR license.