

# Collins Career Technical Center

STAR Community  
Justice Center



Collaborative Training Program

Residential Electricity  
Administrative Assistant

Collins Career Center  
11627 State Route 243  
Chesapeake, OH 45619

Address Correction Required

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## ***Mission Statement***

*To prepare youth and  
adults to enter and  
compete in an ever  
changing world of work.*

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## ***Residential Electricity***

### Fundamental Concepts of Electricity –

#### Safety-

- Maintain safe work environment
- Maintain tools and equipment
- Identify basic first-aid techniques

#### Electrical principles-

- Analyze and measure values in alternating current (AC) circuits
- Use test equipment

#### Single-Phase and Three-Phase Circuits & Devices

- Analyze single-phase motors (theory only)
- Analyze three-phase motors (theory only)

### Residential Applications-

#### Estimating a Job

- Demonstrate familiarity with National Electric Code (NEC)
- Read and interpret blueprints & specifications
- Plan and lay out job
- Determine equipment need

#### Residential Installation

- Install and rough-in wiring
- Analyze & install distribution systems
- Finish wiring

#### Troubleshooting & Repairing

- Analyze blueprints to identify circuit function
- Trace circuits to locate problems
- Use test equipment

#### Specialized Systems

- Install low-voltage systems

## ***Administrative Assistant***

**Administrative Assistant I:** This course is intended to prepare the Administrative Assistant for the administrative role of office assisting. The course includes: Creating the environment, telecommunications, scheduling, records, transcription and office management.

**Fundamentals of Computers:** Microsoft Office including word, excel, powerpoint, and access. Also includes internet and basic computer technology. Students can complete MOUS Certifications prior to program completion.

**Accounting:** This course is intended to prepare the Medical Assistant for basic office accounting procedures.

**Communications:** Course designed to improve the students' writing, listening, and interpersonal communication skills by writing essays and will be utilized.

## ***Purpose***

Collins Career Technical Center and STAR Community Justice Center believe it is imperative that additional training be provided to individuals who are incarcerated prior to release. It is the belief of both institutions that the success of each individual is contingent on how they are prepared prior to re-entry. Individuals will receive training with certification eligibility prior to their individual release date. It is believed that with the current reEntry program STAR provides coupled with the additional training and certification the success of these individuals will continue to grow.