

# JOB TRAINING STARTS HERE

## FALL 2016 CLASSES

Job Training for Unemployed and Underemployed



IN PARTNERSHIP WITH

**ForsythTech**  
COMMUNITY COLLEGE



**TransTech**

### GOODWILL CAREER CONNECTIONS CENTER

Workforce Development Center  
2701 University Parkway | Winston-Salem, NC  
Call: (336) 724-3621  
[www.goodwillnwc.org](http://www.goodwillnwc.org)





# HEALTHCARE

## ACTIVITY DIRECTOR

Designed to provide basic training to become an activity director in a healthcare related setting, such as long-term care, assisted living facilities or adult care homes. Course follows the state approved outline. Persons completing the entire 60 hours of training become qualified to work as an activity director in a nursing home or assisted living facility. **Prerequisite:** High school diploma or GED. **Fees:** \$185 + books and supplies.

**Duration:** 11 weeks.

## CERTIFIED NURSING ASSISTANT I

This course teaches basic nursing skills required to provide personal care for patients, residents, the elderly or others requiring medical assistance in a healthcare setting. Emphasis is placed on the aging process, communications, patient safety, patient's rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation and mental health. CPR certification is included in the class. Through classroom instruction, laboratory work and clinical rotations, you are prepared to take the NC Nurse Aide I Competency Evaluation. Passing this evaluation leads to being listed on the NC Nurse Aide I Registry.

**Prerequisites:** Successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security Card, a High School Diploma/GED/transcript or College Diploma/transcript are required. You must also attend an orientation session and present receipts from the criminal background check and drug screening before you will be allowed to register for class. **Fees:** \$203 + cost of books and supplies. **Duration:** 12 weeks to 18 weeks depending on day or evening classes.

## CERTIFIED NURSING ASSISTANT II

Must provide documentation of current Nurse Aide I listing in the state registry of NC, Anatomy and Physiology. Classroom, lab and clinical learning experiences that prepare graduates to perform more complex skills for patients or residents regardless of their setting. **Entrance Criteria:** Minimum of 10th grade reading level, demonstration of appropriate work behaviors, high school diploma/GED, and a letter of recommendation from an RN who has acted as a supervisor. **Fees:** \$180 + books and supplies. **Duration:** 12 weeks.

## MEDICAL OFFICE I: INTRODUCTION TO TERMINOLOGY AND CODING

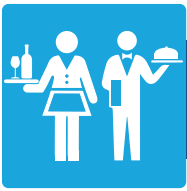
This course prepares students for an entry-level job in a doctor's office or clinic, but does not prepare students to be a professional coder. In the first half of the course, students receive an introduction to medical terminology. In the second half of the course, students receive an introduction in how to convert medical procedure or disease into a number code for insurance billing. **Fees:** \$185 + cost of books. **Duration:** 12 weeks.

## PHARMACY ASSISTANT

This course introduces students to the work of entry-level employees in a retail pharmacy. You will learn drug regulation and control, pharmaceutical terminology, medications and their uses and applied math. Use this course to start your path to becoming a Certified Pharmacy Technician. **Prerequisite:** High School Diploma or GED. **Fees:** \$130 + cost of book. **Duration:** 8 weeks

## CPR TRAINING

The American Heart Association Healthcare Provider CPR course is designed for people that are going to work or already work in the healthcare industry. While it is required for all healthcare professionals it is also an appropriate course for anyone with an interest in CPR. The course covers CPR, Foreign Body Airway Obstruction (Choking), use of Automated External Defibrillators (AEDs) and Rescue Breathing. All topics are covered for rescuing adults, children and infants. The course is taught in a relaxed environment in which the instructor briefly lectures, talks students through hands-on practice sessions and then gives scenarios to test students in a practical skills test for each subject. **Fees:** \$45; **Duration:** 1 day.



# SERVICE INDUSTRY

## CULINARY ARTS CERTIFICATION

Provides instruction and certification in ServSafe sanitation, basic culinary skills, knife skills, kitchen safety, mass food production and "cook chill" technology. Hands-on training experience, a 1-week internship, and job placement assistance are included in this curriculum. Entrance Criteria: Minimum of 6th grade reading level and 5th grade math level on TABE test. **Fees:** \$385. **Duration:** 12 weeks.

## HOUSEKEEPING/FLOOR TECH

Provides classroom and work experience training in the areas of safety and OSHA regulations, measurements and chemicals, and specialization in the areas of hospitality housekeeping, food service sanitation, commercial and industrial housekeeping. Training consists of 20% classroom instruction and 80% hands-on experience utilizing different pads, equipment/strategies for floor and carpet care. **Entrance Criteria:** Ability to lift/move a minimum of 20 pounds, demonstration of appropriate work behaviors. **Fees:** \$80. **Duration:** 2 weeks, 2 days.



# OFFICE TECHNOLOGY

## CUSTOMER RELATIONS CALL CENTER

Learn to be a telephone customer service professional, apply communications techniques that will cultivate repeat business, market products and cross-sell when appropriate. Participants will also gain the skills necessary to be productive Telephone Call Center Customer Service Agents within the wide variety of fields call centers encompass in today's job market. **Fees:** \$185. **Duration:** 6 weeks.

## EXCEL 2013 INTRO

This course introduces students to Excel 2013's improved tools to analyze data, write formulas, graph and sort data. Basic skills are taught in this introductory class using the new ribbon system for selecting tools. This makes using Excel 2013 much easier with instinctive design and simple point-and-click functionality. At the end of the course, students will be able to use Excel 2010 confidently at home or on the job.

**Fees:** \$75 + book. **Duration:** 4 weeks.

## INTRO TO CLERICAL ASSISTANT

This course will introduce you to the clerical occupations and what's needed to be successful in that field. Learn practical communication and computer skills needed in today's office environment, including an introduction to Microsoft Word & Excel. Learn the components of an effective job search. This course is a prerequisite to take the Office Technology occupational course. **Fees:** \$125 (Free for under- and unemployed).

**Duration:** 6 weeks.

## MICROSOFT OFFICE 2013

This 24-hour course teaches students how Microsoft Office 2013 offers flexible and powerful ways to deliver their best work at the office, at home, or at school. In addition to exploring the new tools offered by Office 2013, this introductory course teaches students the basics of Word, Excel, PowerPoint and some Access.

**Fees:** \$75 + book. **Duration:** 4 weeks.

## OFFICE TECH PREP

This course covers an introduction to the basics of the Windows operating system, Microsoft Office 2013 software programs (Word, Excel, PowerPoint, and Access), keyboarding skills, and other office technology. After completion of this course, you will be prepared for an entry-level office position. **Prerequisite:** A basic understanding of how to operate a computer and mouse. **Fees:** \$185 +cost of book. **Duration:** 8 weeks



# TRADE SKILLS

## HVAC 1 & 2

This program consists of eight subjects over two semesters. Students completing all eight subjects will earn a HVAC Service Technician Certificate. Afterwards, students should be able to assist/perform basic service or maintenance on residential & light commercial applications. **Fees:** \$215. **Duration:** 12 weeks.

## HVAC CAREER SERVICES

Provides training on recovery, recycling, and handling of refrigerant, refrigeration safety and the four categories of technician certification: Type I, Type II, Universal. Graduates may seek employment with HVAC/R contractors, apartment managers, service companies, etc. with EPA Universal certification.

**Fees:** \$240. **Duration:** 1 week.

## FACILITY MAINTENANCE TECHNICIAN

Introduces students to maintenance training in Carpentry, Electrical HVAC, and Plumbing. Upon completion of this course the student will be certified in HVAC. Upon completion of this course, students will have certifications in HVAC, EPA Refrigerant (CPC), Aquatic Facility Technician (CPO), and Certification for Apartment Maintenance Technician (CAMT). **Fees:** \$220 + cost of tests. **Duration:** 12 weeks.

## ARC WELDING

This course provides instruction on welding in the Shield Metal Arc Welding (SMAW-Stick) process. You will learn proper techniques and electrode selection for welding plate to meet AWS (vertical-up) welding code. You will be welding with E6010 and E7018 electrodes. Upon successful completion of the class you should have the skill be able to pass the 3G/4G weld test to AWS standards. **Fees:** \$225. **Duration:** 18 weeks.

## INDUSTRIAL WELDING

Course provides introduction to welding and safety, power tools, MIG, ARC & TIG welding, blueprint reading, industrial math and basic drafting. **Fees:** \$265. **Duration:** 16 weeks.

## MIG WELDING

Metal inert gas (MIG) welding is a sub-type of ARC welding. Students will operate electric power source welding machines with hand held wire feed units. Students will include power sources, types of wire electrodes, and shielding gases. Welding will be performed on mild steel in flat, horizontal and vertical positions.

**Fees:** \$225. **Duration:** 18 weeks.

## ELECTRICIAN INSTALL & TROUBLESHOOTING

An introductory class in the repair and installation of electrical systems. This class gives students exposure to basic residential electrical circuits and components and includes lecture and hands-on training.

**Fees:** \$195. **Duration:** 18 weeks.

## FORKLIFT

Training in the safe and proper operations of powered industrial trucks. Special emphasis on safety in the workplace. Upon completion, students will receive an Operators Permit and Certificate of Completion.

**Fees:** \$165. **Duration:** 7 days.

## PROFESSIONAL TRUCK DRIVING

In partnership with Trans Tech and Dixie Classic Fairgrounds, this course includes both classroom and on-the-road training. Graduates should be willing to work in cross-country driving. **Fees:** \$2,745. **Duration:** 4 weeks.

FINANCIAL ASSISTANCE IS AVAILABLE TO THOSE WHO QUALIFY THROUGH GOODWILL'S OUTREACH SCHOLARSHIP FUND. VISIT [GOODWILLNWC.ORG](http://GOODWILLNWC.ORG) FOR THE LATEST SCHEDULING AND CLASSES AT OTHER GOODWILL LOCATIONS.



# SKILLS TRAINING SCHEDULE

	DAYS	START	END	TERM START	TERM END
<b>HEALTHCARE COURSE SCHEDULE</b>					
Activity Director	T/Th	6:00pm	9:00pm	1/10/2017	3/16/2017
CPR	T	1:00pm	5:00pm	8/9/2016	8/9/2016
CPR	T	1:00pm	5:00pm	9/13/2016	9/13/2016
CPR	T	1:00pm	5:00pm	10/13/2016	10/13/2016
CPR	T	1:00pm	5:00pm	11/8/2016	11/8/2016
CPR	T	1:00pm	5:00pm	12/13/2016	12/13/2016
Medical Office I	M/W	6:00pm	9:00pm	9/12/2016	12/12/2016
Medical Office I	T/Th	6:00pm	9:00pm	10/25/2016	2/2/2017
Nurse Assistant I	M/T/W/Th	9:30am	1:45pm	8/31/2016	12/15/2016
Nurse Assistant II	Tbd	Tbd			
Pharmacy Assistant	M/W	9:00am	12:00pm	10/17/2016	12/12/2016
Pharmacy Assistant	T/Th	6:00pm	9:00pm	10/18/2016	12/13/2016

<b>SERVICE INDUSTRY COURSE SCHEDULE</b>					
Culinary Arts Certification (Tck)	M/T/W/Th/F	8:30am	3:00pm	8/4/2016	11/3/2016
Culinary Arts Certification (Tck)	M/T/W/Th/F	8:30am	3:00pm	9/16/2016	12/16/2016
Culinary Arts Certification (Tck)	M/T/W/Th/F	8:30am	3:00pm	10/12/2016	1/26/2017
Culinary Arts Certification (Tck)	M/T/W/Th/F	8:30am	2:00pm	11/9/2016	2/24/2017
Culinary Arts Certification (Tck)	M/T/W/Th/F	8:30am	3:00pm	12/7/2016	3/24/2017
Housekeeping/Floor Tech	M/T/W/Th/F	8:30am	3:00pm	10/31/2016	11/15/2016

<b>OFFICE TECHNOLOGY COURSE SCHEDULE</b>					
Microsoft Office 2013	Tbd	Tbd			
Excel 2013 Intro	Tbd	Tbd			
Office Tech Prep	M/T/W	9:00am	12:00pm	9/19/2016	11/14/2016
Intro To Clerical	T/Th	1:00pm	4:30pm	9/13/2016	10/20/2016
Intro To Clerical	T/Th	1:00pm	4:30pm	11/1/2016	12/13/2016
Customer Relations/Call Center	M/T/W/F	8:30am	12:30pm	8/24/2016	10/5/2016
Customer Relations/Call Center	M/T/W/F	8:30am	12:30pm	10/24/2016	12/7/2016

<b>TRADE SKILLS COURSE SCHEDULE</b>					
HVAC Svc Tech 1	M/W	6:00pm	9:00pm	9/12/2016	12/5/2016
HVAC Career Services	M/T/W/Th/F	5:00pm	9:00pm	9/26/2016	9/30/2016
Electric: Install/Trouble	Tbd	Tbd			
Facility Maintenance Technician	M/T/W/Th/F	8:30am	12:30pm	9/12/2016	12/9/2016
Forklift Training	M/T/W/Th/F	9:00am	3:00pm	9/12/2016	9/20/2016
Forklift Training	M/T/W/Th/F	9:00am	3:00pm	10/10/2016	10/18/2016
Forklift Training-Evening Class	M/T/W/Th/F	4:00am	8:00pm	10/17/2016	10/25/2016
Forklift Training	M/T/W/Th/F	9:00am	3:00pm	11/14/2016	11/22/2016
Forklift Training	M/T/W/Th/F	9:00am	3:00pm	12/12/2016	12/20/2016
Arc Welding	T/Th	6:00pm	9:00pm	8/9/2016	12/13/2016
Mig Welding	M/W	6:00pm	9:00pm	8/8/2016	12/14/2016
Industrial Welding	M/T/W/Th	8:30am	12:30pm	8/8/2016	11/29/2016
Truck Driving Training	M/T/W/Th/F	8:00am	5:00pm	4 Weeks	Ongoing

<b>HRD(HUMAN RESOURCE DEVELOPMENT)</b>					
Search & Employability Skills	M/T/W/Th	9:00pm	12:00pm	2 Week Class	
Technology Skills For Job Search	M/T/W/Th	1:00pm	4:00pm	2 Week Class	
Placement test held on Mondays at 12:15pm (excluding holidays)					

# A BRIGHTER FUTURE BEGINS AT GOODWILL'S WORKFORCE DEVELOPMENT CENTER



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